



## **Directorate of Municipal Administration, Government of Odisha**

# **Implementation of an Integrated e-Governance Solution across all Urban Local Bodies of Odisha**

## **User Manual for Architects & Technical Persons – Building Regularization and Land & Building Regularization**

**V1.2**



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# **1 Introduction**

## **1.1 Background**

The Housing & Urban Development Department (H&UDD), Government of Odisha has ambitious plans to scale up e-governance across 115 Urban Local Bodies (ULBs) in the State of Odisha. It aims to enhance the citizen experience of public services by providing integrated, end-to-end services using a comprehensive State-wide Service Delivery Infrastructure. Land & Building Regularization is one of the focus areas for the HuDD to help all stakeholders and citizen get their Unauthorized Land and Building Approved through end-to-end automation of the processes involved.

Land & Building Regularization Module envisages complete automation of all processes related to Unauthorized area approval at Odisha. The approval process involves applicants submitting application as per the byelaws of the state of Odisha. The application submission follows series of departmental approvals and NoC from pre-defined departments in line with the byelaws of Odisha. All the processes and steps including calculation of fee, payment of fee, receipt of approval for the certificates etc. would be delivered online through an integrated one stop solution. Citizen would not be required to visit any of the external departments such as NMA, Fire etc. for NoC as the solution has the potential to bring integrated experience.

SUJOG – Land & Building Regularization Module under OBPAS shall enable local government to bring in transparency, accountability and time-bound service for the public. With SUJOG LBR, professionals like architects, engineers, supervisors can seek permission for approval of Unauthorized Land & Building for any Urban Local Body / District Town and Country Planning / Centre for Municipal Administration with a speedy, hassle-free and user-friendly procedure, online.

## **1.2 Scope of this Document**

The purpose of this document is to help the Architects and Technical Persons in operating the Online Building Plan Approval System. It provides a digital interface, allowing the Architects/Technical Persons to apply for Building regularization and subsequently make the payment online.

This manual covers up the various features of Regularization and every feature is defined with a screenshot for user assistance.

### ***1.3 Intended Audience and Functionalities***

This manual can be used by Architects who are registered under Council of Architecture and Technical Persons who use the software to apply for Regularization of Land and Building.

The OBPAS allows the User to

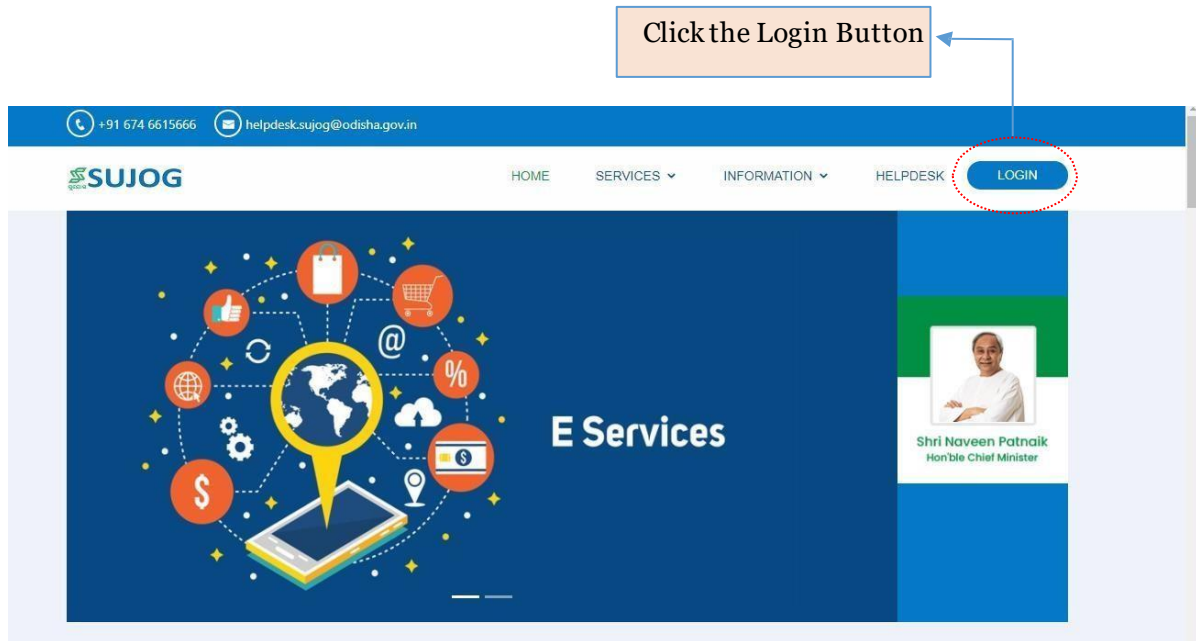
- Automatically scrutinize the plan or drawing based on pre-configured bye-laws.
- Apply for a Regularization of Land and Building
- Complete the necessary payments required.
- Download the payment receipts.
- Keep a track of the application lifecycle.

## 2 General Functions

### 2.1 Registering into the system

To Register, please go to the following link:

<https://sujog.odisha.gov.in/home>



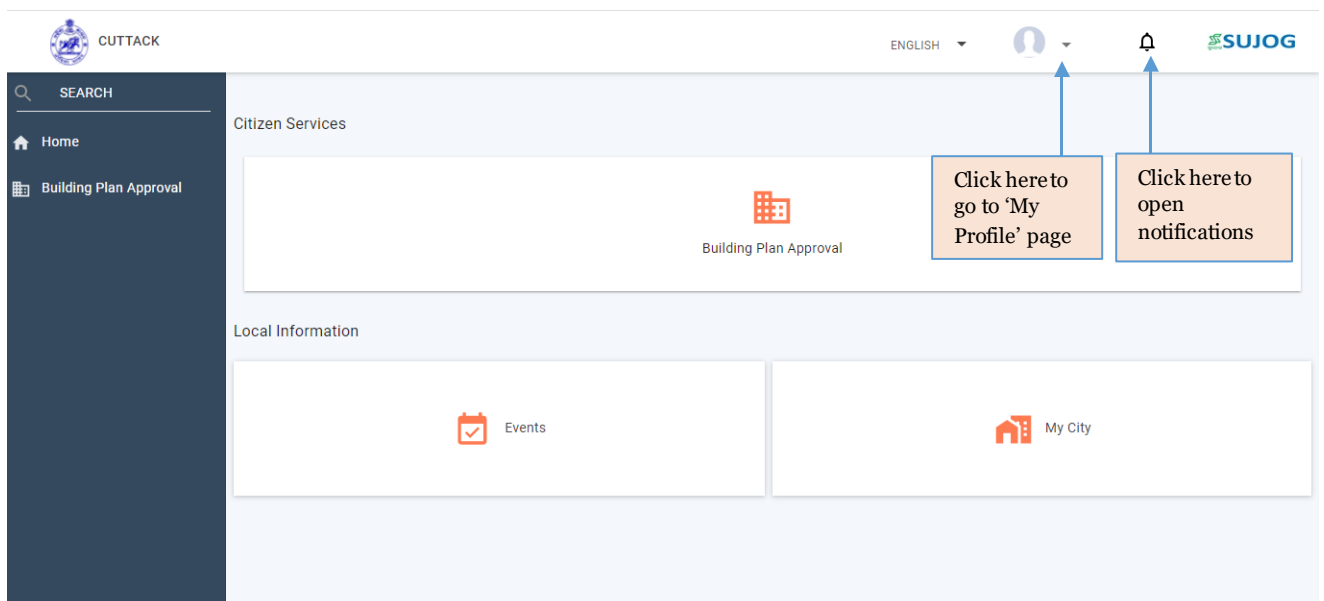
Once the architect/Technical Person clicks the login button, the following screen will appear

The image shows the registration form on the SUJOG Odisha website. The form is titled 'REGISTER' and is set against a dark blue background. It contains three input fields: 'Mobile Number \*' with a placeholder '+91 | Enter your mobile number', 'Name \*' with a placeholder 'Enter your name', and 'City \*' with a placeholder 'Select your city' and a dropdown arrow. Below these fields is a link 'Have an account? LOGIN' and a large orange 'CONTINUE' button. Three orange callout boxes with arrows point to the input fields: 'Enter your mobile number' points to the Mobile Number field, 'Enter name' points to the Name field, and 'Select your city from the dropdown' points to the City field.

The number will be authenticated by sending an OTP (One Time Password) to the registered mobile number. If the user does not receive the OTP he/she clicks on 'RESEND' under the 'OTP' field. Once the OTP has been entered and Continue button is clicked the OBPAS homepage will appear.

## 2.2 OBPAS Homepage

On Login/Register, the homepage will appear in the Architects/Technical persons page.

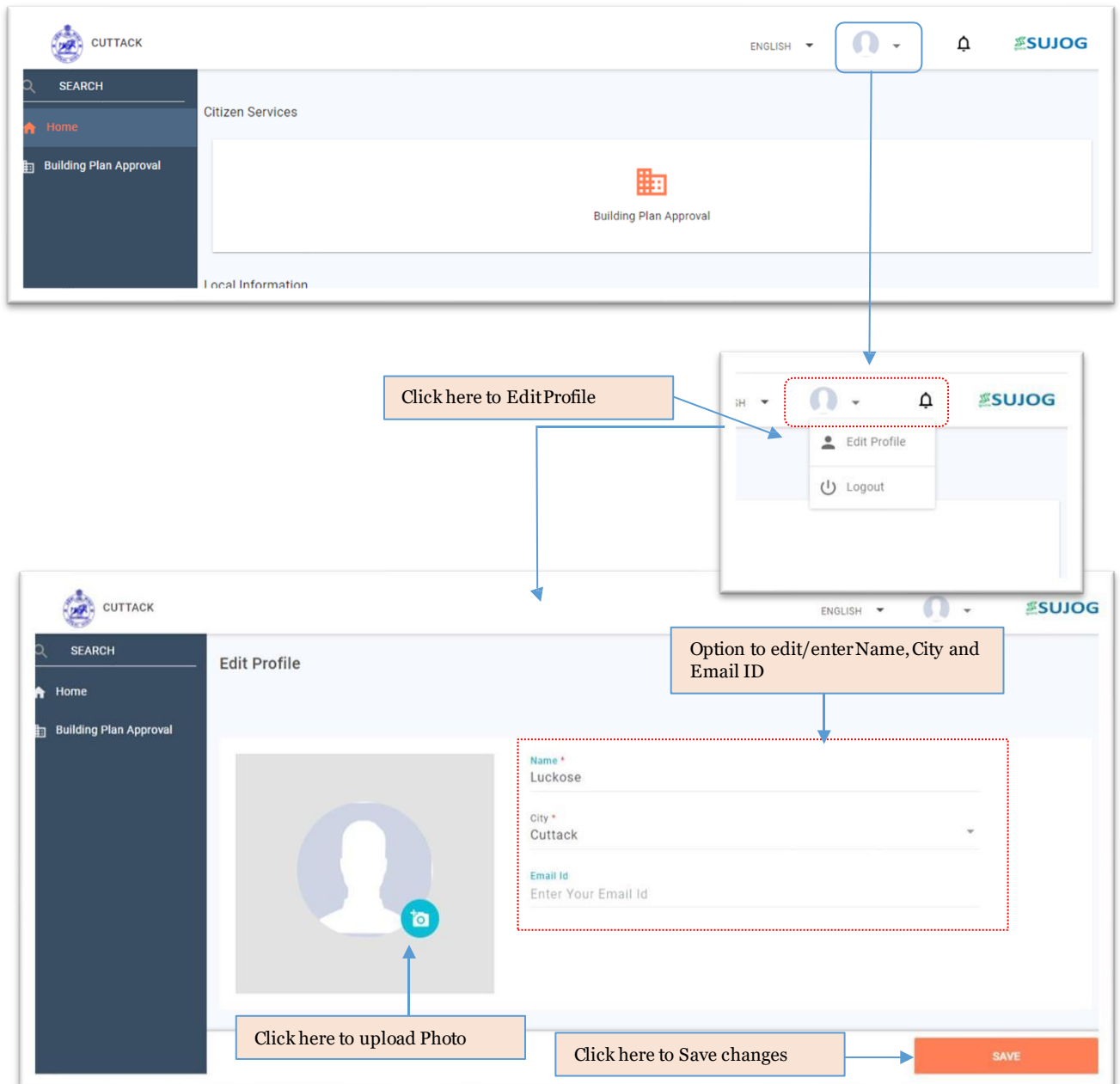


## 2.3 Editing the Profile

Follow the steps shown below to edit your profile.

- Click on the Profile button on top right side of the homepage
- Click on 'Edit Profile'

- User will be taken to Profile Page where he/she can edit Name, Change City from the dropdown, update Mail ID or upload Profile Picture.





## 3 Applying for Building Regularization

The building regularization service is meant for approval of unauthorized Buildings. Under 'Building Regularization' there will be 2 use cases

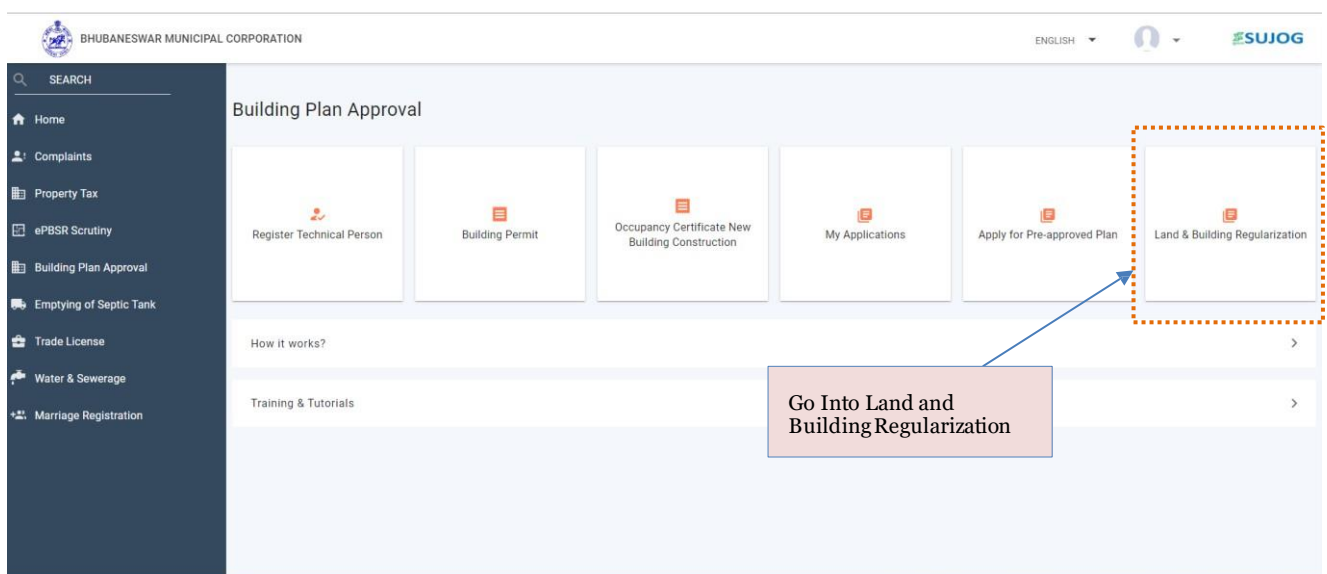
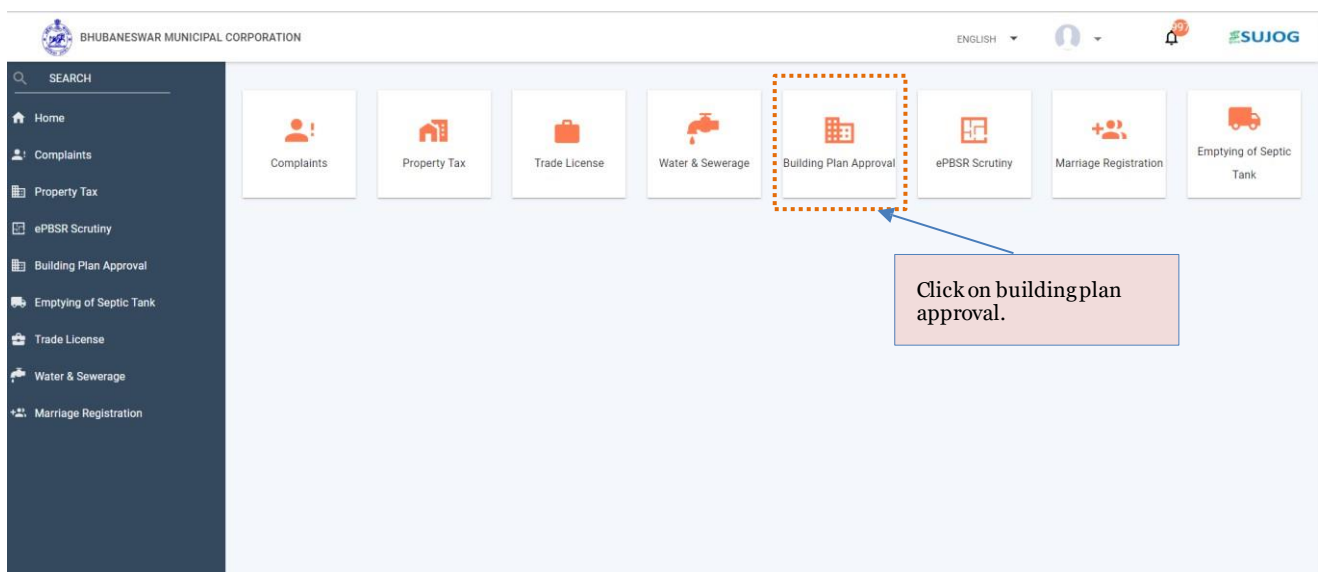
1. Entire Building area is Unauthorized
2. Building has Approved + Unauthorized Area

### 3.1 Application Creation

**This Service can be applied by Architects/Technical Persons Only**

Follow the steps below to apply for Building Regularization:

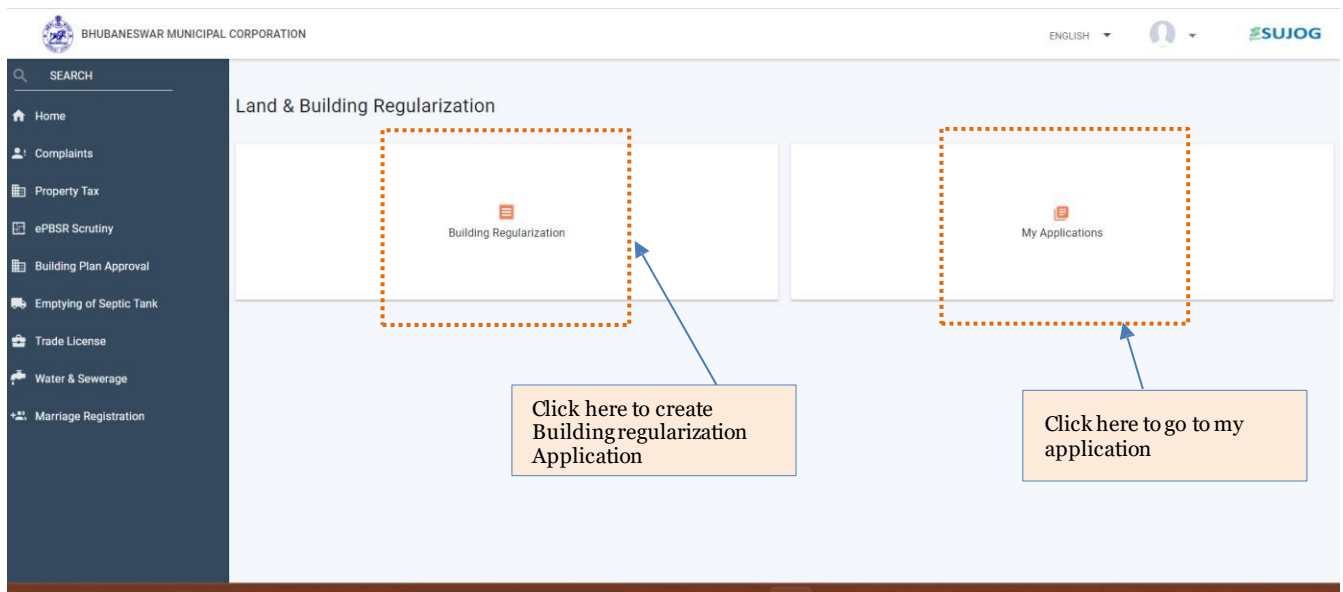
To reach the building regularization page go to building plan approval and then to land and building regularization.



#### 3.1.1 Building regularization page

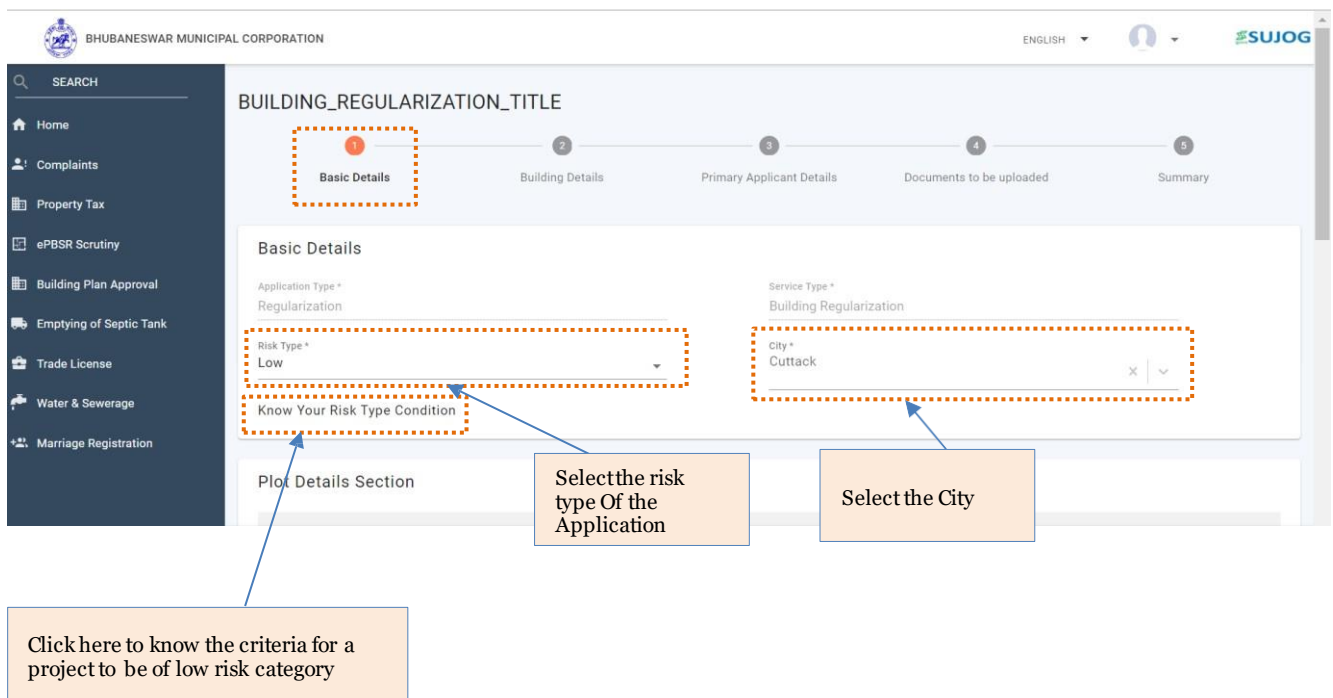


Inside the land building regularization page Architects and Technical Persons will find options to Create building regularization application and option to go into my applications.



### 3.1.2 Basic details section

Provide the required basic details, plot details and road details in this section.



The Basic details section contains the following items,

Field name	Field type	Purpose
Application type	Mandatory	Is auto reflected as <b>Regularization</b> and is non editable.
Service type	Mandatory	Is auto reflected as <b>Building Regularization</b> and is non editable.
Risk type	Mandatory	To be chosen according to the risk type of the building.
City	Mandatory	To be chosen according to the ULB where application will be submitted to

Fill all mandatory sections of the plot details. If more than one plot present, click on add plot to add another section of plot details. Data filled here will be reflected in the Regularization letter.



SEARCH

- Home
- Complaints
- Property Tax
- eBSR Scrutiny
- Building Plan Approval
- Emptying of Septic Tank
- Trade License
- Water & Sewerage
- Marriage Registration

District \*

Village \*

Select Village

Layout Plot number

Khata \*

Landowner Name \*

Sale Deed No. \*

Per Acre BMV Value \*

Area of land to be Free Gifted

Tehsil \*

Revenue Plot Number (As per ownership document) \*

Plot Area \*

Kisam \*

GPA Holder Name if Present

Sale Deed Date \*

dd/mm/yyyy

Is part of plot required to be Free Gifted \*

Select

Reason for Free Gift

+ ADD ANOTHER PLOT

Click on Add plot to add data for another plot.

Field name	Field type	Purpose
District	Mandatory	Provide the name of the District
Tehsil	Mandatory	Provide the name of the tehsil
Village	Mandatory	Provide the name of the Village or Mouza
Revenue Plot Number (As per ownership document)	Mandatory	Provide the Revenue plot no
Layout Plot number	Non Mandatory	Provide if plot is part of layout
Plot area	Mandatory	Provide area of the particular plot
Khata	Mandatory	Provide khata no of the plot
Kisam	Mandatory	Provide kisam of the plot
Land owner name	Mandatory	Provide Land owner/s name
GPA Holder name if present		Provide GPA holder/holders name if applicable
Sale deed no	Mandatory	Provide sale deed no of the land
Sale deed date	Mandatory	Provide sale deed date of the land
Per Acre BMV Value	Mandatory	Provide Per acre bench mark valuation value for the particular plot acquired from the Tehsil or sub registrar office
Is part of plot required to be Free Gifted *	Mandatory	If part of plot needs to be free gifted select yes, else select no.
Area of land to be Free Gifted	Non-Mandatory	If yes, provide area
Reason for Free Gift	Non-Mandatory	If yes provide reason

**Building Plan Approval**

- Building Plan Approval
- Emptying of Septic Tank
- Trade License
- Water & Sewerage
- Marriage Registration

**Total Plot Area**

Total Plot Area  
500

**Means of Access Section**

Access Road width \*  
9

Provide access road width to the site. The access road width can not be less than 4.5m.

Click on next step to proceed with the application.

**NEXT STEP >**

### 3.1.3 Building details section

In this page fill building details such as height of the building, Approved BUA, Existing BUA, Existing FAR area, Existing Carpet area, Approved and existing Setbacks and other building related details. Details filled here shall be the base of the application and all fees will be calculated on these data only.

#### 3.1.3.1 Building height

Put the Building height after all deductions and exemptions according to current byelaws.

**BUILDING\_REGULARIZATION\_TITLE**

Basic Details Building Details Primary Applicant Details Documents to be uploaded Summary

**Building Details - Block 1**

**Height**

Parameter	Value
Building Height after Exemption (In meter)	

Write the height of the building after all exemptions.

**List of Exceptions**

- ☐ Roof tanks and their supports (with support height not exceeding 1 meter).
- ☐ Ventilating, air conditioning, lift rooms, and similar service equipment
- ☐ Stair cover (mumty) not exceeding 3.0 meters in height.
- ☐ Chimneys, parapet walls, rooftop swimming pools, and architectural features not exceeding 2.5 meters in height.
- ☐ Height of the ceiling of the upper basement roof not exceeding 1.5 meters from the average surrounding ground level.
- ☐ Stilt floor, if the height of the ceiling of the stilt floor roof is not exceeding 2.4 meters.

Click on the tick boxes to declare the exemptions you have taken from the existing building height.

#### 3.1.3.2 Area details

Filling the building details is necessary as the regularization process. If the building has approval, then fill the approved area, if not either leave it blank or put 0. The current FAR area of the project is to be calculated according to the norms of the current byelaw.

Field name	Field type	Purpose
Floor type	Mandatory	Select the type of floor
Floor number	Mandatory	Select the number of the floor from drop down.
Sub Occupancy	Mandatory	Select the sub occupancy of the floor drop down
Approved BUA in sqm	Mandatory	If the project has prior approval, provide the area for the floor mentioned in the letter.
As built BUA in sqm	Mandatory	Provide the as built Built-up area of the floor
As built FAR area in sqm	Mandatory	Provide the as built FAR area of the floor as per

		Current byelaw
As built Carpet area in sqm		Provide the as built carpet area of the floor

Area Details

Floor Type	Floor Number	Sub Occupancy	Approved BUA (in sqm)	As Built: BUA (in sqm)	As Built: FAR Area (in sqm)	As Built: Carpet Area (in sqm)	
Ground Floor	0	Residential Plotted	100	200	180	100	
Select Floor Type		Select Sub Occupancy Type					Remove
Add Floor							

Click to select the type of the floor. (basement, stilt, Ground, above ground or service floor)

Select the sub-occupancy for that particular floor

Provide the existing TBUA

Provide the existing Carpet area

Click on add floor to add more floors of the building

Select the floor number.

Provide the approved built-up area floor the floor. If entirely unauthorized building, put 0.

Provide the existing FAR area

Click on remove to remove data for an entire floor

### 3.1.3.3 Setback details

The required setback for the building shows here as per the plot area, road width provided in the plot details section. Provide the setback details of the block here.

Setback Parameters

Name	As Per Recent Norms	As Per Approval Letter (In meter)	As Built Measurement (In meter)	Deviation within 10% of recent Norms	Status
Setback Front	1.5	1	1	1.35	Rejected
Total Cumulative Front and Rear Setback	2.5	2	3	2.25	Accepted
Total Cumulative Side Setbacks	2	2	3	1.8	Accepted

Add Building Details

Click on this to add another project block of the project

Provide the setback mentioned in the Previous Approval letter if present. If entirely unauthorized leave the space blank

Provide the existing setback present at site

Once all status are accepted you can proceed, if one is rejected you can not proceed further

Field name	Field type	Purpose
Name	Mandatory	The setback names reflect automatically as per data provided previously.
As per recent norms	Mandatory	This data is also reflected automatically based on the current byelaws.
As per approval letter	Mandatory	Select the sub occupancy of the floor drop down
Approved BUA in sqm	Mandatory	If the project has prior approval, provide the area for the floor mentioned in the letter.
As built BUA in sqm	Mandatory	Provide the as built Built-up area of the floor
As built FAR area in sqm	Mandatory	Provide the as built FAR area of the floor as per

		Current byelaw
As built Carpet area in sqm		Provide the as built carpet area of the floor

### 3.1.3.4 FAR Details

Once all data for area is put, the FAR details will show in this section. Once the As built FAR crosses the 10% deviation mark on maximum FAR allowed the status will show rejected and the citizen will not be able to move forward.

Parameter	Value
Base FAR	2
Max Permissible FAR	3
Approved FAR as per Permit If any.	2
As Built FAR	2.22
FAR Status	Accepted

If prior approval is present, fill the approved FAR as per previous permit letter here

Field name	Field type	Purpose
Base FAR	Auto filled	Auto reflected as per plot area and road
Max Permissible FAR	Auto filled	Auto reflected as per plot area and road
Approved FAR as per Regularization if any	Non Mandatory	Provide if Regularization letter is present
As built FAR	Auto filled	Auto reflected as per data provided in area section
FAR status	Auto filled	Accepted till 10% deviation of FAR. Once rejected can not proceed further.

### 3.1.3.5 Unauthorized area details

Once all the details regarding area are done, the total unauthorized area is calculated and displayed here. Calculate the authorized construction over the setbacks and put it over the section specified for them.

Total Provided BUA (in sqm)	Value
Total Provided BUA (in sqm)	111
Total Approved BUA (in sqm)	111
Total Unauthorized BUA (in sqm)	1000
Total Unauthorized Area on Setback Within Norms (in sqm)	
Total Unauthorized Area on Setback beyond Norms but under 5% (in sqm)	
Total Unauthorized Area on Setback beyond Norms but under 10% (in sqm)	

Put the total unauthorized construction area within setback here.

If unauthorized construction is present between minimum required setback and 5% deviation, put the total area in this fi

If unauthorized construction is present between minimum required set back and 10 % deviation, put the total area in this fi

### 3.1.3.6 Other details of the Building

This section asks for the details regarding the building for fee calculation purpose. For certain sections it is asking for response in YES or NO. for other cases particular numbers or area in sqmis to be provided as specified.

SEARCH
Home
Complaints
Property Tax
ePBSR Scrutiny
Building Plan Approval
Emptying of Septic Tank
Trade License
Water & Sewerage
Marriage Registration

#### Other Details

Parameter	Value
Has Project Provided Min 10Percent Bua For Ews With In 5Km From Projects site?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Number of temporary Structures	<input type="text"/>
Project value if EIDP Fee Applicable for Project	<input type="text"/>
Total No. of Dwelling Units	<input type="text"/>
Is Shelter Fee Applicable?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Effective EWS Area (in sqm)	<input type="text"/>
Is Security Deposit Required?	<input type="radio"/> Yes <input checked="" type="radio"/> No
TDR FAR Relaxation (in sqm)	<input type="text"/>

Field name	Field type	Purpose
Has Project Provided Min 10Percent Bua For EWS With In 5Km From Project site?	Yes/No question	Select Yes/No as applicable to the project
Number of temporary Structures	Mandatory	Provide no of temp structures if any
Project value if EIDP Fee Applicable for Project	Mandatory	Write the project value so System could calculate EIDP
Total No. of Dwelling Units	Mandatory	Provide no of dwelling units if residential occupancy is there.
Is Shelter Fee Applicable?	Yes/No question	Provide yes if applicable, no if not
Effective EWS Area (in sqm)	Mandatory	Provide as per applicability
Is Security Deposit Required?	Yes/No question	Select Yes/No as applicable to the project
TDR FAR Relaxation (in sqm)		Provide as per applicability

### 3.1.3.7 Additional details for the project

This section asks for the other details of the building in regards to its necessity as per the Byelaws, such as the storey of building, staircases, lift and perking. It is necessary to evaluate if the existing building satisfies the byelaws. Values to be put as specified in the section.

SEARCH
Home
Complaints
Property Tax
ePBSR Scrutiny
Building Plan Approval
Emptying of Septic Tank
Trade License
Water & Sewerage
Marriage Registration

#### Additional Details

Parameter	Value
No. of Storey (G+1/S+1) etc	<input type="text"/>
Number of staircase required as per Bye laws (Numerical value expected)	<input type="text"/>
Number of staircase provided (Numerical value expected)	<input type="text"/>
Number of lifts required as per Bye laws(Numerical value expected)	<input type="text"/>
Number of lifts provided (Numerical value expected)	<input type="text"/>
Visitor parking (in sqm) required as per Bye laws if applicable (Numerical value with decimal expected)	<input type="text"/>
Visitor parking (in sqm) provided (Numerical value with decimal expected)	<input type="text"/>

SEARCH

Home

Complaints

Property Tax

ePSR Scrutiny

Building Plan Approval

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

Visitor parking (in sqm) required as per Bye laws if applicable (Numerical value with decimal expected)

Visitor parking (in sqm) provided (Numerical value with decimal expected)

Plantation (no. of tree per 80 sqm) required as per Bye laws (Numerical value expected)

Plantation (no. of tree per 80 sqm) provided (Numerical value expected)

Parking basement (Numerical value with decimal expected)

Parking stilt (Numerical value with decimal expected)

parking ground (open) (Numerical value with decimal expected)

Total parking (in sqm)

< PREVIOUS STEP

NEXT STEP >

Once all details are filled click on this to move to next step

Field name	Field type	Purpose
No. of Storey (G+1/S+1) etc	Mandatory	Provide as applicable
Number of staircase required as per Bye laws (Numerical value expected)	Mandatory	Provide as applicable
Number of staircase provided (Numerical value expected)	Mandatory	Provide as applicable
Number of lifts required as per Bye laws (Numerical value expected)	Mandatory	Provide as applicable
Number of lifts provided (Numerical value expected)	Mandatory	Provide as applicable
Visitor parking (in sqm) required as per Bye laws if applicable (Numerical value with decimal expected)	Mandatory	Provide as applicable
Visitor parking (in sqm) provided (Numerical value with decimal expected)	Mandatory	Provide as applicable
Plantation (no. of tree per 80 sqm) required as per Bye laws (Numerical value expected)	Mandatory	Provide as applicable
Plantation (no. of tree per 80 sqm) provided (Numerical value expected)	Mandatory	Provide as applicable
Parking basement (Numerical value with decimal expected)	Mandatory	Provide as applicable
Parking stilt (Numerical value with decimal expected)	Mandatory	Provide as applicable
parking ground (open) (Numerical value with decimal expected)	Mandatory	Provide as applicable
Total parking (in sqm)	Mandatory	Provide as applicable



### 3.1.4 Applicant Information

Fill Applicant Information Details. In case of multiple landowners and GPA holders, Create the application in the primary applicant's name only. In case the Applicant or GPA holder is a Govt or private organization, select institutional govt or institutional Private from the drop down.

The screenshot shows a web application interface for 'BUILDING\_REGULARIZATION\_TITLE'. The navigation bar on the left lists various services like Home, Complaints, Property Tax, etc. The main content area displays a progress bar with five steps: Basic Details (completed), Building Details (completed), Primary Applicant Details (current step, highlighted with a red dashed box), Documents to be uploaded, and Summary. Below the progress bar, the 'Primary Applicant Details' form is shown. It includes two dropdown menus: 'Application Type \*' (set to 'Individual') and 'Type of Applicant - Subtype \*' (set to 'Single Owner'). Below these is a section titled 'Applicant Information' containing fields for 'Mobile No. \*' (with value '8989898989' and a search icon), 'Applicant Name \*' (with value 'OBPAS TESTING CITIZEN'), 'Email' (with value 'test@gmail.com'), and 'Correspondence Address \*' (with value '...Andapur,Cuttack'). There is also a checkbox labeled 'Is Primary Owner ?' which is checked. At the bottom right of the form, there are two buttons: '< PREVIOUS STEP' and 'NEXT STEP >'. A callout box points to the 'NEXT STEP >' button with the text 'Click next step to proceed'. Another callout box points to the '< PREVIOUS STEP' button with the text 'Click previous step to go back to building details'.

Field Name	Field Type	Purpose
Applicant type	Mandatory Field	Select Applicant type from the dropdown
Type of Applicant - Subtype	Mandatory Field	Select sub-Type of Applicant from the dropdown
Mobile No	Mandatory Field	Enter Registered Mobile Number of the Primary applicant (Citizen) and click the search button on the right side. Owners information will get auto populated
Applicant Name	Mandatory Field	This field will get auto populated after 'Mobile No' has been entered.
Correspondence address	Mandatory Field	This field will get auto populated after 'Mobile No' has been entered.
Email	Non-Mandatory field	Provide email Id of the applicant

### 3.1.5 Document upload

Provide the necessary Documents.

Provide the CAD file for the building, other necessary documents, and NOCs in the document section. Select the document type from drop down and select the correct type for it.

The screenshot shows a web application interface for building regularization. A sidebar on the left contains navigation links: Home, Complaints, Property Tax, ePDSR Scrutiny, Building Plan Approval, Emptying of Septic Tank, Trade License, Water & Sewerage, and Marriage Registration. The main content area displays the 'BUILDING\_REGULARIZATION\_TITLE' and 'Application No. BLR-CTC-2024-03-11-001000'. A progress bar indicates the current step is 'Documents to be uploaded' (step 4 of 5). Below the progress bar, the 'Documents Required (Self Attested)' section lists three items: 1. Building Plan CAD File (Mandatory), 2. Building Layout Plan (Mandatory), and 3. Land Owner ID Proof (Mandatory). Each item has a 'CHOOSE FILE' button. A callout box with the text 'Upload CAD file here' points to the 'CHOOSE FILE' button for the Building Plan CAD File.

Document name	Mandatory/Non-Mandatory	Description
Building plan CAD File*	Mandatory	Provide the AutoCAD file for the regularization building.
Building Layout Plan (Deviation between existing and approved area to be shown in plan)*	Mandatory	Provide in required format
Land Owner ID Proof (Self Attested)*	Mandatory	Provide in required format
ID Proof of GPA holder if present	Non Mandatory	Provide in required format
ROR*	Mandatory	Provide in required format
Sale Deed/ Other Ownership Document*	Mandatory	Provide in required format
Khata Revenue Site Plan with plot marked authenticated by Tehsildar / Sub-Registrar*	Mandatory	Provide in required format
Previous Approval Drawing PDF	Non Mandatory	Provide in required format
Previous approval Letter	Non Mandatory	Provide in required format
Photographs of Building*	Mandatory	Provide in required format
Structural Safety Certificate (if Low risk building/10m height Architect, Upto 15 m Civil Engineer. and Above – Structural Engineer – Message to be Shown)*	Mandatory	Provide in required format
Site supervision certificate*	Mandatory	Provide in required format
Other Documents	Non Mandatory	Provide in required format
Deputy Forest Officer NOC Environment Clearance	Non Mandatory	Provide in required format
NOC from Urban Local Bodies under H&UD	Non Mandatory	Provide in required format
NOC from Public Health Engineering Organization	Non Mandatory	Provide in required format
NOC from Electricity Distribution Company	Non Mandatory	Provide in required format

NOC under Police under Home Department	Non Mandatory	Provide in required format
Water Department NOC	Non Mandatory	Provide in required format
NOC from Coastal Regulation– CRZ	Non Mandatory	Provide in required format
NOC_NOCTEHREVDISASMANG	Non Mandatory	Provide in required format
NHAI NOC	Non Mandatory	Provide in required format
NOC from Sri Jagannath Temple Administration	Non Mandatory	Provide in required format
NOC from Tehsildar	Non Mandatory	Provide in required format
NOC from Odisha State Coastal Zone Management Authority	Non Mandatory	Provide in required format
NOC from State Pollution Control Board (Mandatory if NOC is applicable in Sipasarubali area)	Non Mandatory	Provide in required format

### 3.1.6 Application Summary page

Review the summary page, edit any details if found wrong and one confirmed, send the application for Citizen approval.

Application number

Application No. BLR-CTC-2024-03-11-001000

Basic Details Building Details Primary Applicant Details Documents to be uploaded Summary

Application Summary

Application Fee Detail

Fee Type	Amount	Paid Amount
Land Development Fee	0	
REG_BLDNG_OPRN_FEE	415	
Paid Amount		415

Paid Amount  
**Rs 415**  
To be Paid

Check for the Application Fee

BLR\_RISK\_TYPE\_DETAILS

Risk Type  
LOW

EDIT

Check for all the Plot details and owner names.

City: Cuttack

Plot Details Section

Plot Details (1)

District	Tehsil	Village	Revenue Plot Number (As per ownership document)	Layout Plot number	Plot Area	Khata	Kisam	Landowner Name	GPA Holder Name If Present	Sale Deed No.	Sale Deed Date	Per Acre BMV Value	Is part of plot required to be Free Gifted	Area of land to be Free Gifted
Cuttack	Sadar	Andarpur	555555	35A	500	f144	gharabari	ffff	-	33ee	2024-03-11	120000000	false	-

EDIT

Click on edit to edit any required details.

To edit any Building details page, click on edit any then move forward to the summary page again

SEARCH

Home

Complaints

Property Tax

ePBSR Scrutiny

Building Plan Approval

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

### Building Details - Block 1

Building Height after Exemption (In meter)

9

List of Exceptions

- ☒ Roof tanks and their supports (with support height not exceeding 1 meter).
- ☒ Ventilating, air conditioning, lift rooms, and similar service equipment
- ☐ Stair cover (mumty) not exceeding 3.0 meters in height.
- ☐ Chimneys, parapet walls, rooftop swimming pools, and architectural features not exceeding 2.5 meters in height.
- ☐ Height of the ceiling of the upper basement roof not exceeding 1.5 meters from the average surrounding ground level.
- ☐ Stilt floor, if the height of the ceiling of the stilt floor roof is not exceeding 2.4 meters.

Area Details

Floor Type	Floor Number	Sub Occupancy	Approved BUA (in sqm)	As Built: BUA (in sqm)	As Built: FAR Area (in sqm)	As Built: Carpet Area (in sqm)
Ground Floor	0	Residential Plotted	111	222	222	222

PREVIOUS STEP

SEND TO CITIZEN

Click on edit to edit any required details.

Once all data is verified, the declaration is to be made and then the application can be sent to citizen for approval.

BHUBANESWAR MUNICIPAL CORPORATION

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

ePBSR Scrutiny

Building Plan Approval

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

23

NHAI NOC Certificate

No Documents Uploaded

24

NOC from Sri Jagannath Temple Administration Certificate

No Documents Uploaded

25

NOC from Tehsildar Certificate

No Documents Uploaded

26

NOC from Odisha State Coastal Zone Management Authority Certificate

No Documents Uploaded

27

NOC from State Pollution Control Board (Mandatory if NOC is applicable in Sipsa urban area) Certificate

No Documents Uploaded

#### Declaration

☐ I hereby Solemnly affirm and declare that the information as furnished is true and correct to the best of my knowledge and belief. I further undertake that if any information at any stage shall be found to be false, my application registration shall be liable to be canceled without any prior notice in that regard and I shall not claim any compensation etc. for such default on my part. In case of any discrepancies found later, I shall be liable for punishment under the relevant provisions of Law as also under Municipal Act and the Act. I hereby authorize the technical empanelled person to Submit a building plan application on my behalf.

PREVIOUS STEP


SEND TO CITIZEN

Click on edit to edit any required details.


Click on it to send the application for citizen approval

### 3.2 Citizen approval

In case of Building regularization, Citizen approval is necessary before the application is submitted. Thus, the application is send to citizen for approval. Citizen needs to go through the application and all the details regarding plot, building and documents and once verified can give approval. In case something is needed to be changed. Citizen can send the application back to architect for editing.

ODISHA

ENGLISH

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Application Details

Application No. BLR-CTC-2024-03-11-001000

DOWNLOAD

PRINT

Task Status

Date11/03/2024

Updated ByMousumi Choudhury

StatusWF\_BLR1\_CITIZEN\_APPROVAL\_PENDING

Current OwnerOBPAS TESTING CITIZEN

Comments

VIEW HISTORY

Application Fee Detail

Land Development Fee	0
REG_BLDNG_OPRN_FEE	415
Paid Amount	415

Paid Amount

**Rs 415**

To be Paid

Architect/Technical Person Details

TAKE ACTION

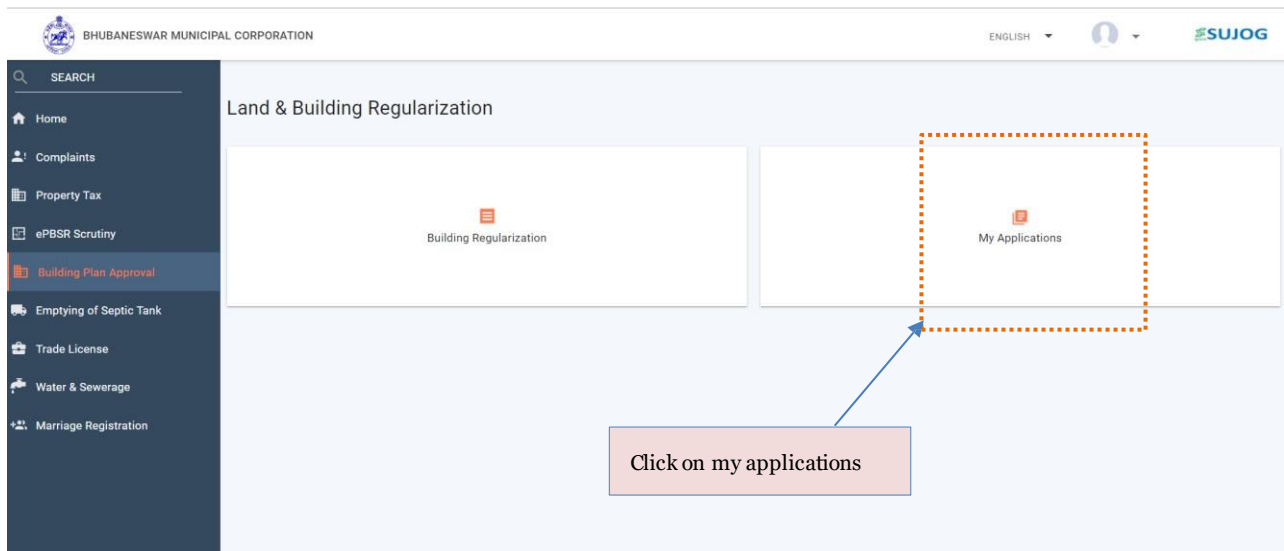
Application is at citizen side for approval.

### 3.3 Application submission

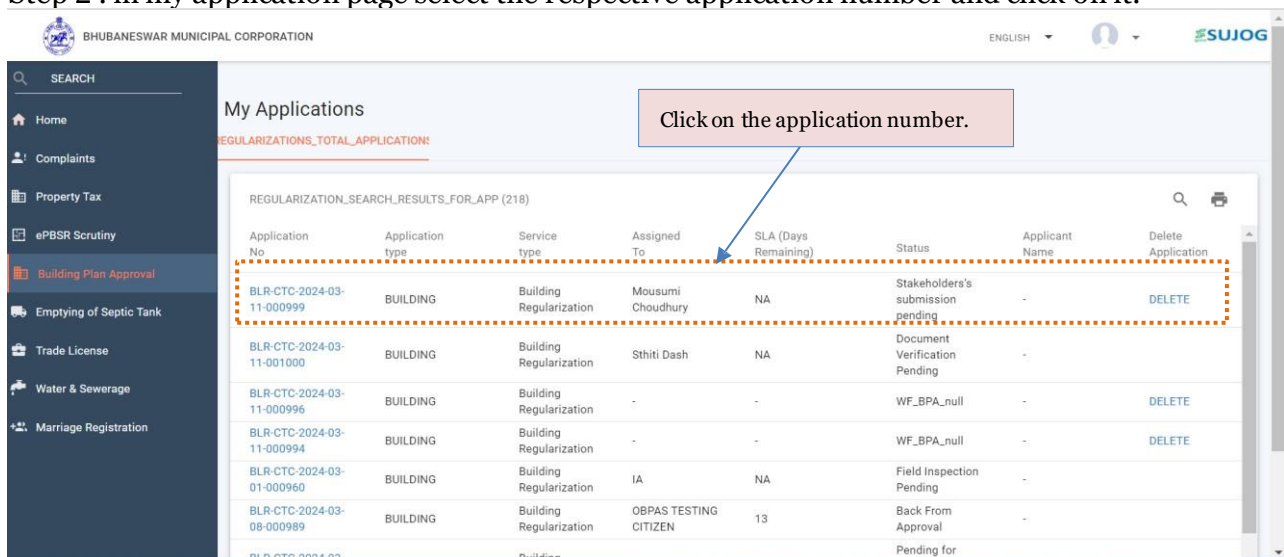
Once the application is approved by Citizen, review the application once and then the application can be submitted. Once submitted Architect or Citizen will be able to pay the application fee.

The same payment action can be performed by citizen as well once the application is submitted.


Step 1: Go to my applications inside land and building regularization.




Step 2 : in my application page select the respective application number and click on it.




Step 3: In the application click on make submit.

Bhubaneswar Municipal Corporation

ENGLISH





SEARCH

Home

Complaints

Property Tax

ePBSR Scrutiny

Building Plan Approval

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

Application Details

Application No. BLR-CTC-2024-03-08-000989

DOWNLOAD

PRINT

VIEW HISTORY

Task Status

Date

09/03/2024

Updated By

OBPAS TESTING CITIZEN

Status

WF\_BLR1\_INPROGRESS

Current Owner

Mousumi Choudhury

Comments

Application Fee Detail

Land Development Fee	0
REG_BLDNG_OPRN_FEE	8020
Paid Amount	8020

Paid Amount

Rs 8020

To be Paid

Architect/Technical Person Details

Name

Mousumi Choudhury

Email


test@qq.com

Contact No.


7978711941


SUBMIT

Once verified by Citizen, Click on submit to submit the application

Bhubaneswar Municipal Corporation

ENGLISH





SEARCH

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Marriage Registration

Application for Building Regularization

Application No. BLR-CTC-2024-03-08-000989

Application Submitted Successfully

A notification regarding Land regularization application creation has been sent to the applicant at the registered mobile no.

It will show the status that application is submitted successfully

Now you can Go ahead to make Application fee payment.

GO TO HOME

MAKE PAYMENT



### 3.4 Application fee payment

Once application is submitted the payment can be done by both Architect or Tech Person and citizen. Once application fee is paid you would be able to download the application fee receipt.

The screenshot shows the Bhubaneswar Municipal Corporation payment portal. The left sidebar contains navigation links: Home, Complaints, Property Tax, ePDS Scrutiny, Building Plan Approval, Emptying of Septic Tank, Trade License, Water & Sewerage, and Marriage Registration. The main content area is titled "Payment Information" with a sub-header "Consumer Code BLR-CTC-2024-03-11-001060". Below this, the "Payment Collection Details" section shows a "Fee Estimate" table with columns for item and amount. The table lists "REG\_BLDNG\_OPRN\_FEE" (415), "Land Development Fee" (0), and "Arrears" (0), with a "Total Amount" of 415. To the right of the table, the "Total Amount" is displayed as "Rs 415". Below the fee estimate, the "Payer Details" section shows the "Payer" as "Owner" and the "Payer Name" as "OBPAS TESTING CITIZEN". The "Payer Mobile No." is "+91 | 8989898989". A "Choose Payment Option (Please choose a payment option to continue with your payment)" section shows the "CCAvenue" option selected. A "MAKE PAYMENT >" button is located at the bottom right. Annotations include: "Verify the payer information." pointing to the Payer Details section, "Click on the payment gateway option" pointing to the CCAvenue option, and "Click on make payment to proceed with fee payment." pointing to the MAKE PAYMENT button.

Item	Amount
REG_BLDNG_OPRN_FEE	415
Land Development Fee	0
Arrears	0
<b>Total Amount</b>	<b>415</b>

**Total Amount**  
Rs 415

**Payer Details**  
Payer \*  
Owner  
Payer Name \*  
OBPAS TESTING CITIZEN  
Payer Mobile No. \*  
+91 | 8989898989

Choose Payment Option (Please choose a payment option to continue with your payment)  
☒ CCAvenue

**MAKE PAYMENT >**

The screenshot shows the Bhubaneswar Municipal Corporation payment portal with a confirmation dialog box overlaid. The dialog box is titled "sujog-dev.odisha.gov.in says" and contains the text: "On click of OK button, you will be redirected to Payment Gateway Site for Payment processing. Please DO NOT close this window or click the BACK BUTTON on your browser until Payment transaction is complete". The dialog box has "OK" and "Cancel" buttons. The background shows the same payment collection details as the previous screenshot, but the "MAKE PAYMENT >" button is now disabled. An annotation "Click on OK to proceed to payment gateway. Cancel to exit the payment process." points to the OK button.

**sujog-dev.odisha.gov.in says**  
On click of OK button, you will be redirected to Payment Gateway Site for Payment processing. Please DO NOT close this window or click the BACK BUTTON on your browser until Payment transaction is complete

**OK** **Cancel**

**Click on OK to proceed to payment gateway. Cancel to exit the payment process.**

Provide the payer's information here.

Choose a mode of payment.

### Housing and Urban Development Department

Transaction times out in 14:46 mins

**Billing Information**

Housing:

Address:

Zip Code:  City:

State:  Select Country:

Mobile Number:  Email:

Notes (Optional):

☐ My Billing and Shipping address are different

**Payment Information**

☒ Credit Card ☒ Debit Card

Net Banking:

Wallet:

UPI:

**ORDER DETAILS**

Order #: PG\_CTC\_2024\_03\_11\_066115\_10

Coupon Code:

Order Amount: 415.00

Total Amount: INR 415.00

**CHECKOUT**

Checkout login for registered users only.

Enter Username:

Enter Password:

Provide details for transaction.

Click on make payment to proceed.

Once payment is successful you can download the fee receipt from the download section

Download fee receipt

### Payment Information

Application No. BLR-CTC-2024-03-11-001000

✓

**Payment has been paid successfully!**

A notification regarding Payment has been sent to the registered Mobile No. of the user/owner.

Download / VIEW RECEIPT

Payment Receipt No. 03/2023-24/1370742

Successful payment acknowledgement

Payment receipt no

Click here to go back to home

## Application fee receipt

**Cuttack Municipal Corporation**

MODULE\_BPA\_REG\_APP\_FEE Payment Receipt

Cuttack Municipal Corporation

1800 121 6833

<https://sujog.odisha.gov.in>

[helpdesk.sujog@odisha.gov.in](mailto:helpdesk.sujog@odisha.gov.in)

Receipt No.	03/2023-24/1370742	Consumer ID	BLR-CTC-2024-03-11-001000
Payment Date	11/03/2024	Payer Name	OBPAS TESTING CITIZEN
Payer Contact	8989898989	Payment Status	DEPOSITED

Service Type	MODULE_BPA_REG_APP_FEE	Billing Period	01/01/2024 to 31/12/2024
Total Bill Amount	₹ 415	Paid Amount	₹ 415
Pending Amount	₹ 0	Excess Amount	₹ 0
Payment Mode	Online	Transaction ID	PG_CTC_2024_03_11_066115_10
Manual Receipt No.	NA	Manual Receipt Date	NA

Generated By: Mousumi Choudhury

Commissioner/EO

This is Computer generated receipt, Signature is not required

### 3.5 Building Regularization Editing of Details and Document upload when sent back to citizen.

In case the Official sees any necessity to ask for documents, edit the risk type, provided area details or any other details of plot or building, they will send the application back to the Architect and Citizen. Once the status is back from approver, citizen can upload the enabled document or edit the specific details as asked.

**BHUBANESWAR MUNICIPAL CORPORATION**

Application Details Application No. BLR-CTC-2024-03-08-000989

Task Status

Date	09/03/2024	Updated By	IA	Status	WF_BLR1_BACK_FROM_APPROVAL	Current Owner	Mousumi Choudhury
------	------------	------------	----	--------	----------------------------	---------------	-------------------

Comments: Please edit the BUA details and submit the asked documents in correct format

Application Fee Detail

Land Development Fee	0
REG_BLDNG_OPRN_FEE	8020
Paid Amount	8020

Paid Amount: Rs 8020

FORWARD

#### 3.5.1 Edit plot details.

To edit any data provided in the plot details section, click on edit and make necessary changes.

**BHUBANESWAR MUNICIPAL CORPORATION**

Plot Details Section

Plot Details (1)

District	Tehsil	Village	Revenue Plot Number (As per ownership document)	Layout Plot number	Plot Area	Khata	Kisam	Landowner Name	GPA Holder Name if Present	Sale Deed No.	Sale Deed Date	Per. BMV Value
Cuttack	Cuttack Sadar	Andarpur	112/33	-	400	BBS 112/33	Gharabari	Dhiru Dash		BBS 112/33	2024-03-08	1200

Click on edit-to-edit Plot details section. The details reflected in permit letter such as Mouza, Plot no, Landowner name etc. can be edited here.

### 3.5.2 Edit RISK TYPE of the Project

Once edit is clicked for Risk type, a page containing all building details section will open where all the details need to be put again. Incase of edit option at the building details section similar page will open.

When risk type is edited a pop up like this appears where first the new risk type is to be selected and then proceed with filling all the data.

Once confirmed it will ask for the entire building details section to be filled again. Fill the data again and confirm to proceed. If the edit is not required, then click on cancel and exit the edit page. The same page opens when the edit on building section is clicked. Only difference is that the risk type cannot be edited by clicking edit in building section.

Once uploaded, click on forward to send it to Official.

Document - 9 Citizen 08/03/2024

Forward Application

Comments \*

Enter Comments

Supporting Documents

Only .jpg and .pdf files. 20MB max file size.

UPLOAD FILES

BPA\_UNDEFINED\_BUTTON

Give any necessary comments and upload any supporting document.

Click here to forward application.

Deputy Forest Officer NOC No Documents Uploaded

FORWARD

## 3.6 Track Application status

Track your application through the my application page of Land and Building regularization.

### 3.6.1 My Applications page for Building regularization.

In my applications page you will be able to see the current status of all the Building regularization applications created by the Architect. You can check the status, assignee name here. Also if any application is scrapped during the creation process for which application fee is not paid, you can delete that application as well. If the application is sent back from officials, it will show the days remaining to meet the compliance.

BHUBANESWAR MUNICIPAL CORPORATION

ENGLISH

SUJOG

My Applications

REGULARIZATIONS\_TOTAL\_APPLICATION!

REGULARIZATION\_SEARCH\_RESULTS\_FOR\_APP (218)

Select the application from here

Application No	Application type	Service type	Assigned To	SLA (Days Remaining)	Status	Applicant Name	Delete Application
BLR-CTC-2024-03-11-000995	BUILDING	Building Regularization	Mousumi Choudhury	NA	Stakeholders's submission	-	DELETE
BLR-CTC-2024-03-11-001000	BUILDING	Building Regularization	Shitli Dash	NA	Document Verification Pending	-	DELETE
BLR-CTC-2024-03-11-000996	BUILDING	Building Regularization	-	-	WF_BPA_null	-	DELETE
BLR-CTC-2024-03-11-000994	BUILDING	Building Regularization	-	-	WF_BPA_null	-	DELETE
BLR-CTC-2024-03-01-000960	BUILDING	Building Regularization	IA	NA	Field Inspection Pending	-	DELETE
BLR-CTC-2024-03-08-000989	BUILDING	Building Regularization	OBPAS TESTING CITIZEN	13	Back From Approval	-	DELETE
BLR-CTC-2024-03-09-000993	BUILDING	Building Regularization	-	NA	Pending for Stakeholders update	-	DELETE
BLR-CTC-2024-03-09-000992	BUILDING	Building Regularization	-	NA	Pending for Stakeholders update	-	DELETE
BLR-CTC-2024-03-08-000987	BUILDING	Building Regularization	OBPAS TESTING CITIZEN	NA	Citizen Approval Pending	-	DELETE

Rows per page: 10 1-10 of 218

**Status of the application**

Click on it to download the different available documents like application fee, BLR application page etc.

Click on view History to check the application work flow and status

**Application Details** Application No. BLR-CTC-2024-03-11-001000

**Task Status**

Date	Updated By	Status	Current Owner	Comments
11/03/2024	Mousumi Choudhury	Document Verification Pending	Sthiti Dash	

**Architect/Technical Person Details**

Name	Email	Contact No.
Mousumi Choudhury	test@qq.com	7978711941

**BLR\_RISK\_TYPE\_DETAILS**

Risk Type
LOW

### 3.6.2 Regularization Certificate preview

Once the application is at the official level, Architect can view the Regularization letter preview and request the official to send the application back to correct any mistake in the application.

**BLR\_APPLICATION\_DETAILS\_HEADER** Application No. BLR-CTC-2024-02-23-000939

**Task Status**

Date	Updated By	Status	Current Owner	Comments
29/02/2024	Mousumi Choudhury	WF_BLR1_APPROVAL_PENDING	IA	

**Application Fee Detail**

Fee Type	Amount
Land Development Fee	0
REG_BLDNG_OPRN_FEE	250
<b>BPA_COMMON_TOTAL_AMT</b>	<b>250</b>

**BPA\_COMMON\_TOTAL\_AMT** Rs 250  
BPA\_COMMON\_PAID\_SUCCESS

Click here to view the Regularization letter preview.

**PERMIT LETTER PREVIEW**



## 3.7 Pay Regularization fee and Download Certificate

### 3.7.1 Pay Regularization fee.

Once the approver approves the application, You can now pay the Regularization fee for the application and once the payment is processed successfully, it will show at approvers end for Digital signature on the regularization Regularization letter and Drawing document.

The screenshot displays the 'BLR\_APPLICATION\_DETAILS\_HEADER' page. The application number is BLR-CTC-2024-02-26-000944. The status is 'WF\_BLR1\_PENDING\_SANC\_FEE\_PAYMENT', which is highlighted by a red dashed box and an annotation: 'Status of application shows pending for sanc fee payment'. The task status shows a date of 29/02/2024 and is updated by 'IA'. The application fee detail table shows a total amount of Rs 250 for 'BPA\_COMMON\_TOTAL\_AMT'. A red button labeled 'BPA\_CITIZEN\_MAKE\_PAYMENT' is highlighted by a red dashed box and an annotation: 'Click on make payment for Regularization fee payment'.

Application Fee Detail		BPA_COMMON_TOTAL_AMT
Land Development Fee	0	Rs 250
REG_BLDNG_OPRN_FEE	250	
BPA_COMMON_TOTAL_AMT	250	

BPA\_COMMON\_PAID\_SUCCESS

The screenshot displays the 'Payment Collection Details' page. The fee estimate table shows a total amount of Rs 193399. The payer details section shows the payer name as 'OBPAS TESTING CITIZEN'. A red dashed box highlights the 'CCAvenue' payment option, with an annotation: 'Click on it to choose payment gateway.' Another red dashed box highlights the 'MAKE PAYMENT' button, with an annotation: 'Proceed to make payment'.

Fee Estimate		Total Amount
REG_CONST_WORKER_WELFARE_CESS	179899	Rs 193399
REG_BLDNG_SANC_FEE	13500	
REG_PUR_FAR	0	
REG_TEMP_RETENTION_FEE	0	
REG_SECURITY_DEPOSIT	0	
REG_COMP_SETBACK_FEE	0	
REG_SHELTER_FEE	0	
REG_COMP_FAR_FEE	0	
REG_EIDP_FEE	0	
Arrears	0	
Total Amount	193399	

Payer Details: Payer Name: OBPAS TESTING CITIZEN

Choose Payment Option (Please choose a payment option to continue with your payment)

CCAvenue

MAKE PAYMENT

The screenshot shows the checkout page of the Housing and Urban Development Department. The page is titled "Housing and Urban Development Department" and displays a transaction timer. The checkout process is divided into two main sections: "Billing Information" and "Payment Information".

**Billing Information:** This section includes fields for Housing, Address, Zip Code, City, State, Select Country, Mobile Number, and Email. A checkbox indicates that the billing and shipping addresses are different.

**Payment Information:** This section includes fields for Credit Card, Debit Cards, Net Banking, Wallet, and UPI. A "Make Payment" button is visible.


**Order Details:** This section displays the Order # (PG\_CTC\_2024\_03\_11\_066115\_10), Coupon Code (A990), Order Amount (₹15.00), and Total Amount (₹15.00). It also features a "CHECKOUT" button and a "Checkout login for registered users only" section with fields for Username and Password.

Annotations with arrows point to the following elements:

- "Provide the payer's information here." points to the Billing Information section.
- "Choose a mode of payment." points to the Payment Information section.
- "Provide details for transaction." points to the Order Details section.
- "Click on make payment to proceed." points to the "Make Payment" button.

The screenshot displays the Bhubaneswar Municipal Corporation website interface. On the left is a dark blue sidebar with a search bar and a list of services: Home, Complaints, Property Tax, ePBSR Scrutiny, Building Plan Approval, Emptying of Septic Tank, Trade License, Water & Sewerage, and Marriage Registration. The main content area has a light blue header with the corporation's name and logo, and a language selector set to 'ENGLISH'. Below the header, the 'Payment Information' section shows the application number 'BLR-CTC-2024-02-12-000856'. A large green checkmark icon and the text 'Payment has been paid successfully!' are prominently displayed, with a note stating that a notification has been sent to the user's registered mobile number. To the right, the 'Payment Receipt No.' is '03/2023-24/1370743', and there are buttons for 'DOWNLOAD' and 'PRINT'. At the bottom right, a 'GO TO HOME' button is visible. Several callout boxes with arrows point to specific elements: 'Download fee receipt' points to the 'DOWNLOAD' button; 'Successful payment acknowledgement' points to the success message; 'Payment receipt no' points to the receipt number; and 'Click here to go back to home' points to the 'GO TO HOME' button.

## Regularization fee receipt sample

	<b>Cuttack Municipal Corporation</b> MODULE_BPA_REG_SAN_FEE Payment Receipt	Cuttack Municipal Corporation 1800 121 6833 <a href="https://sujog.odisha.gov.in">https://sujog.odisha.gov.in</a> <a href="mailto:helpdesk.sujog@odisha.gov.in">helpdesk.sujog@odisha.gov.in</a>
---	--	---

<b>Receipt No.</b>	03/2023-24/1370743	<b>Consumer ID</b>	BLR-CTC-2024-02-12-000856
<b>Payment Date</b>	12/03/2024	<b>Payer Name</b>	OBPAS TESTING CITIZEN
<b>Payer Contact</b>	8989898989	<b>Payment Status</b>	DEPOSITED

<b>Service Type</b>	MODULE_BPA_REG_SAN_FEE	<b>Billing Period</b>	01/01/2024 to 31/12/2024
<b>Total Bill Amount</b>	₹ 193399	<b>Paid Amount</b>	₹ 193399
<b>Pending Amount</b>	₹ 0	<b>Excess Amount</b>	₹ 0
<b>Payment Mode</b>	Online	<b>Transaction ID</b>	PG_CTC_2024_03_12_066116_19
<b>Manual Receipt No.</b>	NA	<b>Manual Receipt Date</b>	NA

Generated By: Mousumi Arch Testing	Commissioner/EO
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### 3.7.2 Download Regularization letter and BPL document.

Once the Payment is done, the application will show at official end for Digital signature of Regularization letter and BPL Document. Once both are signed, they can be downloaded from the download section of the application page.

<ul style="list-style-type: none"><li>Home</li><li>Complaints</li><li>Property Tax</li><li>ePBSR Scrutiny</li><li>Building Plan Approval</li><li>Emptying of Septic Tank</li><li>Trade License</li><li>Water &amp; Sewerage</li><li>Marriage Registration</li></ul>	<div>Task Status</div> <table><tr><td>Date</td><td>Updated By</td><td>Status</td></tr><tr><td>05/03/2024</td><td>IA</td><td>Approved</td></tr></table> <div>Fee Estimate</div> <table><tr><td>Development of land fee</td><td>57428</td></tr><tr><td>Building operation fee</td><td>1502217</td></tr><tr><td><b>Paid Amount</b></td><td><b>1559645</b></td></tr></table>	Date	Updated By	Status	05/03/2024	IA	Approved	Development of land fee	57428	Building operation fee	1502217	<b>Paid Amount</b>	<b>1559645</b>	<div>DOWNLOAD   PRINT</div> <div>VIEW HISTORY</div> <div><div>Sanction Fee Receipt - 05/03/2024</div><div>Application Fee Receipt</div><div>Permit Order</div><div>Signed BPL Document</div><div>Sanction Fee Demand - 05/03/2024</div><div>Application Fee Demand</div><div>BPA Application</div><div>Workflow History</div></div> <div>Paid Amount <b>1559645</b> Paid</div> <div>TAKE ACTION</div>
Date	Updated By	Status												
05/03/2024	IA	Approved												
Development of land fee	57428													
Building operation fee	1502217													
<b>Paid Amount</b>	<b>1559645</b>													



Cuttack Municipal Corporation

FORM-II

[See Rule - 10 (5) of ODA (P&BS) Rules, 2020]

Letter No. BLR/CTC/000060, Cuttack, Dated: 08/03/2024

Sujog-OBPS APPLICATION NO. BLR-CTC-2024-03-08-000990

Permission under sub-section (3) of the Section-16 of the Odisha Development Authorities Act, 1982 (Act 14 of 1982) is hereby granted in favour of Land Owner

Plot Number	Plot Area	Khata No	Kisam	Village	Land Owner Name	GPA Holder Name
112/33	450	BBS 112/33	Gharabari	Andarpur	Dhiru Dash	Murli Dash

Building Regularization of a 5 storeyed building within the Development Plan Area of Cuttack subject to following parameter and conditions/restrictions.

Total plot area (As per document) : 450.0 SQM  
Total plot area (As per Possession) : 450.0 SQM

Block-No.1	Approved (BUA Area)	Existing (BUA Area)	Deviation (BUA Area)	Proposed use
Floor-0	500	1200	700.0	Residential Plotted
Total BUA Area	500.0	1200.0		
Total no. of Dwelling Units -5				
Bye Laws Provisions		Required		Proposed
No.of staircases		Validity unknown		5
No.of Lifts		Digitally Signed		5
		Date: 06-Mar-2024 15:13:12 Location: Odisha		

Visitor parking (in Sqm.)	5	5
Plantation (no of tree per 80Sqm.)	5	5
F.A.R	3 (Max. Permissible) 2 (Base FAR )	ACHIEVED- 2.40(0 Purchasable FAR)
Height (mtr.)	B1-9	
Parking	Basement-5+ Stilt- 5 + Ground (Open Parking )-5 Total =5 sqm.,	
Grand Total FAR Area - 1200.0 Sqm.		
Grand Total BUA - 1200.0 Sqm.		

Block No.	Item	Provided (in Mtr)
1	Front Set back	5
	Total Cumulative Front and Rear Set Back	5
	Total Cumulative Side Set Back	5

1. The Building shall be used exclusively for Residential Plotted purpose and the uses shall not be changed to any other use without prior approval of this Authority.
2. The development shall be undertaken strictly according to plans enclosed with necessary permission endorsement.
3. Parking space measuring 0 sq. mtr. as shown in the approved plan shall be exclusively used for parking and no part of it will be used for any other purpose.
4. The land over which construction is proposed is accessible by an approved means of access of 9.0 mtr. width.
5. The land in question must be in lawful ownership and peaceful possession of the applicant.
6. The applicant shall free gift 0 sq.mtr. of located in the Cuttack Municipal Corporation for the widening of the road/construction of new roads and other public amenities prior to completion of the development as indicated in the plan.
7. The permission is valid for period of three years with effect from the date of issue.
8. Permission accorded under the provision of Section 16 of ODA Act, cannot be construed as an evidence to claim right title interest on the plot on which the permission has been granted.
9. If any dispute arises with respect to right title interest on the land on which the permission has been granted, the permission so granted shall be automatically treated as canceled during the period of dispute.

Validity up to 09-Mar-2025  
 188367-2  
 Date: 09-Mar-2025  
 Location: Cuttack

10. Any construction and development made by the applicant or owner on the disputed land will be at his risk without any legal or financial liability on the Authority.

11. Other conditions to be complied by the applicant are as per the following:

12. The is approved on payment following fees:

Sl No.	Item	Amount (Rs)
i	Regularization Building Purchasable FAR	0.0
ii	Regularization Building Temporary Retention Fee	10000.0
iii	Regularization Building Construction Worker Welfare Cess (CWWC)	139922.0
iv	Regularization Building EIDP Fee	1.0
v	Regularization Building Purchasable FAR	350000.0
vi	Regularization Sanction Fee Adjustment Amount 1	1000.0
vii	Regularization Building Shelter Fee	0.0
viii	Regularization Sanction Fee Adjustment Amount 2	2000.0
ix	Regularization Building Sanction Fee	10500.0
x	Regularization Building EIDP Fee	7500.0
xi	Regularization Building Security Deposit	0.0
xii	Land Development Fee	0.0
xiii	Regularization Building Operation Fee	7250.0

Date: 08/03/2024

BY ORDER OF  
IA  
Authorized Officer  
Cuttack Municipal Corporation

Validity unknown  
Digitally signed  
Name: IA  
Date: 08-Mar-2024 11:13  
Location: Cuttack

## 4 Applying for Land and Building Regularization

The Land regularization service is meant for approval of unauthorized Sub divided plots. This Service can be applied for by Citizen (Applicant) Only. This service is governed by the following:

1. Scheme for regularization of unauthorized Layouts 2017:
2. For regularization of plots prior to 30th May 2017

ODA (P&BS) Amendment Rules 2022:

Regularization of plots subdivided on or after 30th May 2017 till 29th December 2022

**Important: The Land Regularization service will be applicable for ODA areas only as currently there is no scheme or provision in OTPIT Bye Laws for Land regularization**

**No Unauthorized land will be regularized which were sub divided after 29th December 2022**

The building regularization service is meant for approval of unauthorized Buildings. Under 'Building Regularization' there will be 2 use cases

3. Entire Building area is Unauthorized
4. Building has Approved + Unauthorized Area

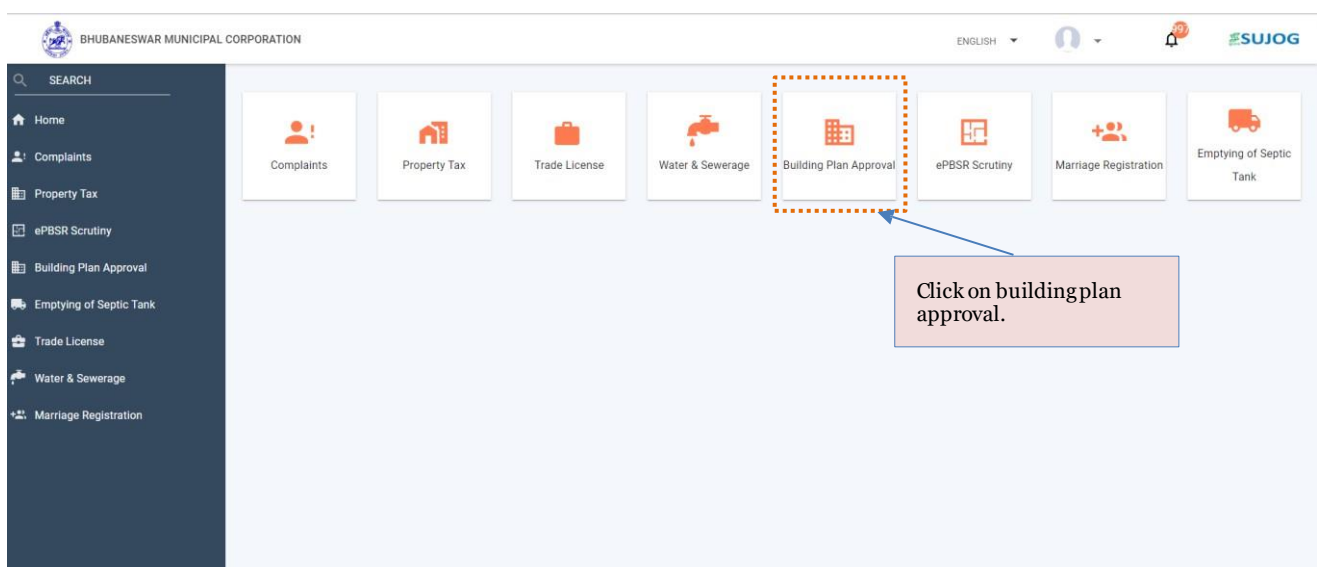
The land and building regularisation service can be applied together in sujog.

### 4.1 Application Creation

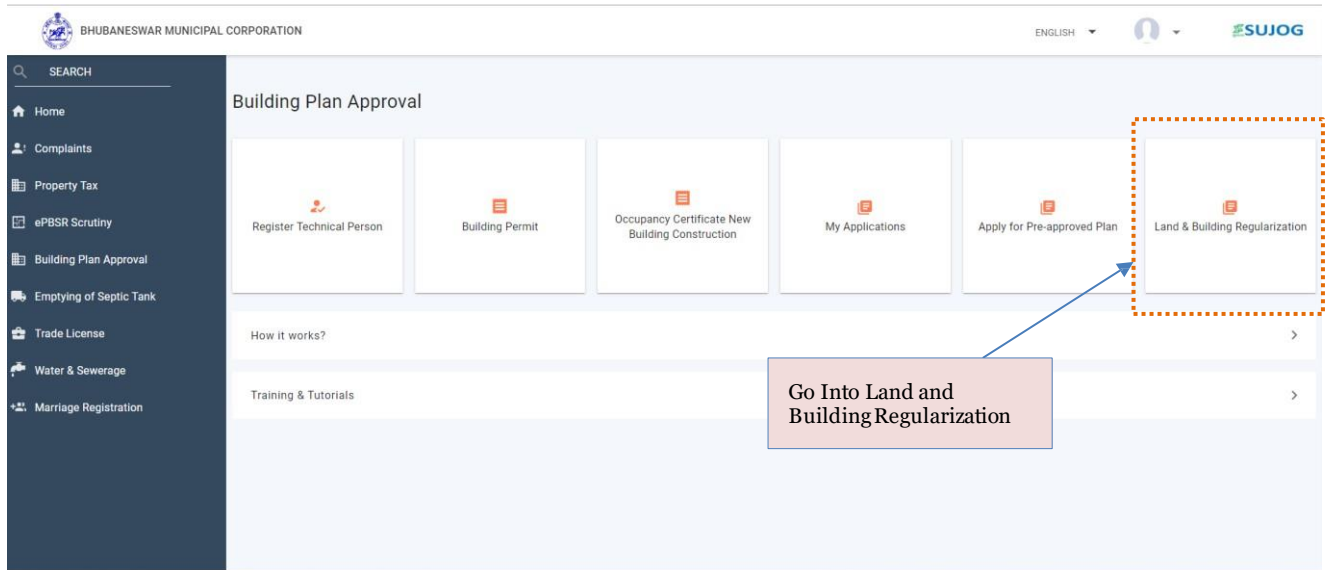
**This Service can be applied by Architects/Technical Persons Only**

Follow the steps below to apply for Building Regularization:

To reach the building regularization page go to building plan approval and then to land and building regularization.

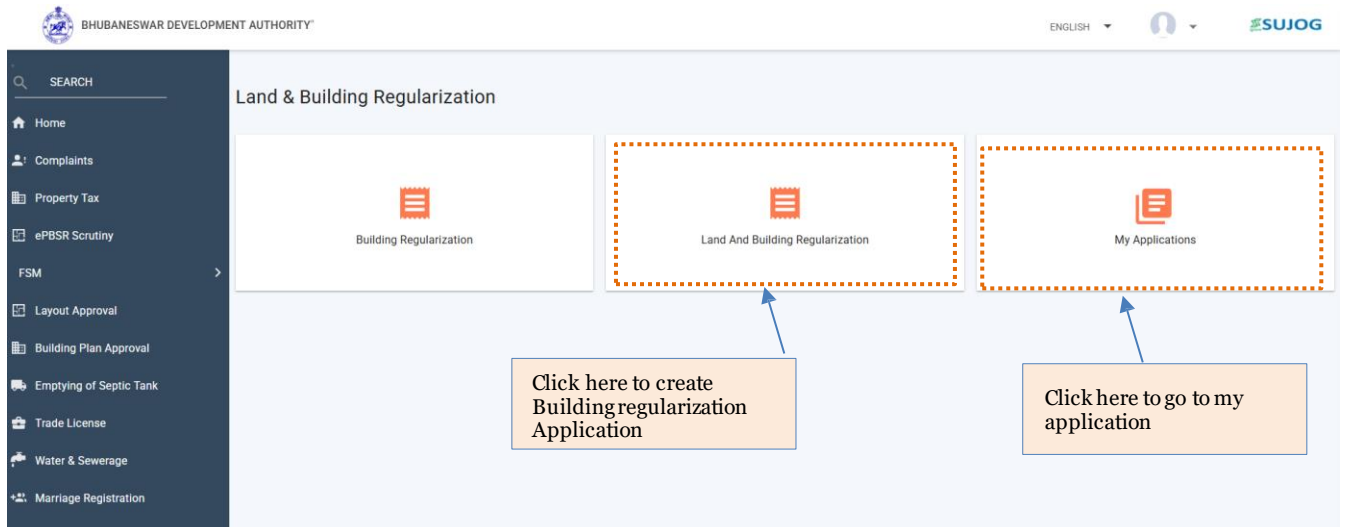






#### 4.1.1 *Land & building regularization page*

Inside the land building regularization page Architects and Technical Persons will find options to Create building regularization application and option to go into my applications.



## 4.1.2 Pre-Application Details & Declaration.

The screenshot shows the 'Land (Part plot) Regularization' application form. The header includes the ODISHA logo, 'ODISHA' text, 'ENGLISH' language selector, a user profile icon, and the 'SUJOG' logo. A left sidebar contains a search bar and a menu with options: Home, Complaints, Property Tax, Building Plan Approval, Emptying of Septic Tank, Trade License, Water & Sewerage, and Marriage Registration. The main content area is titled 'Land (Part plot) Regularization' with a note: 'No Unauthorized land will be regularized which were sub divided after 29th December 2022.' Below this is a dashed orange box containing the 'Pre Application Details' section. This section includes a 'Site plan template to be downloaded' with a 'Download Template' link, and a 'Land Regularization Type to be availed \*' section with two radio button options: 'Regularization of plots subdivided prior to 30th May 2017' and 'Regularization of plots subdivided on or after 30th May 2017 till 29th December 2022'. Below these is a 'Declaration regarding Permissibility of Regularization' with a 'Show Declaration' link. An 'APPLY' button is located at the bottom right of the form area.

Site Plan Template format:

Citizens must download this template, fill the details, draw the site plan layout and then upload it in the document upload section.

The template is divided into two main columns. The left column is for the 'LAYOUT PLAN OF SUB-DIVIDED PLOT (SHOWING PLOT DIMENSION & ABUTTING ROAD WIDTH)' and the 'PART REVENUE SITE PLAN SHOWING THE PLOT AND SURROUNDING REVENUE PLOTS'. The right column is for the '(SPACE LEFT FOR SEAL & SIGNATURE OF APPROVING AUTHORITY)' and contains the following sections:

(A) PLOT AREA STATEMENT	
i. Plot area (as per record):	_____ Sq.m
ii. Plot area (as per possession):	_____ Sq.m

(B) PLOT SCHEDULE	
i. Name of the Plot Owner:	_____
ii. Revenue Plot No:	_____
iii. Khata No.	_____
iv. Mouza:	_____
v. Tahasil:	_____
vi. P.S.	_____
vii. District:	_____

REGULARISATION OF UNAUTHORISEDLY SUB-DIVIDED PLOT	

Land Regularization type to be availed:

- 1) Regularization of plots subdivided prior to 30th May 2017.

If the plot was subdivided before 30th May 2017, then citizen must select the first option.

Minimum access road width has to be = 4.5 meters Compounding fee charges:

- Up to 500 sqft plot area - No Charge
- Above 500 sqft plot – 5000 sqft Plot area – 1% of BMV of Plot
- Above 5000 sqft Plot area - 5% of BMV of Plot

2) Regularization of plots subdivided on or after 30th May 2017 till 29th December 2022.

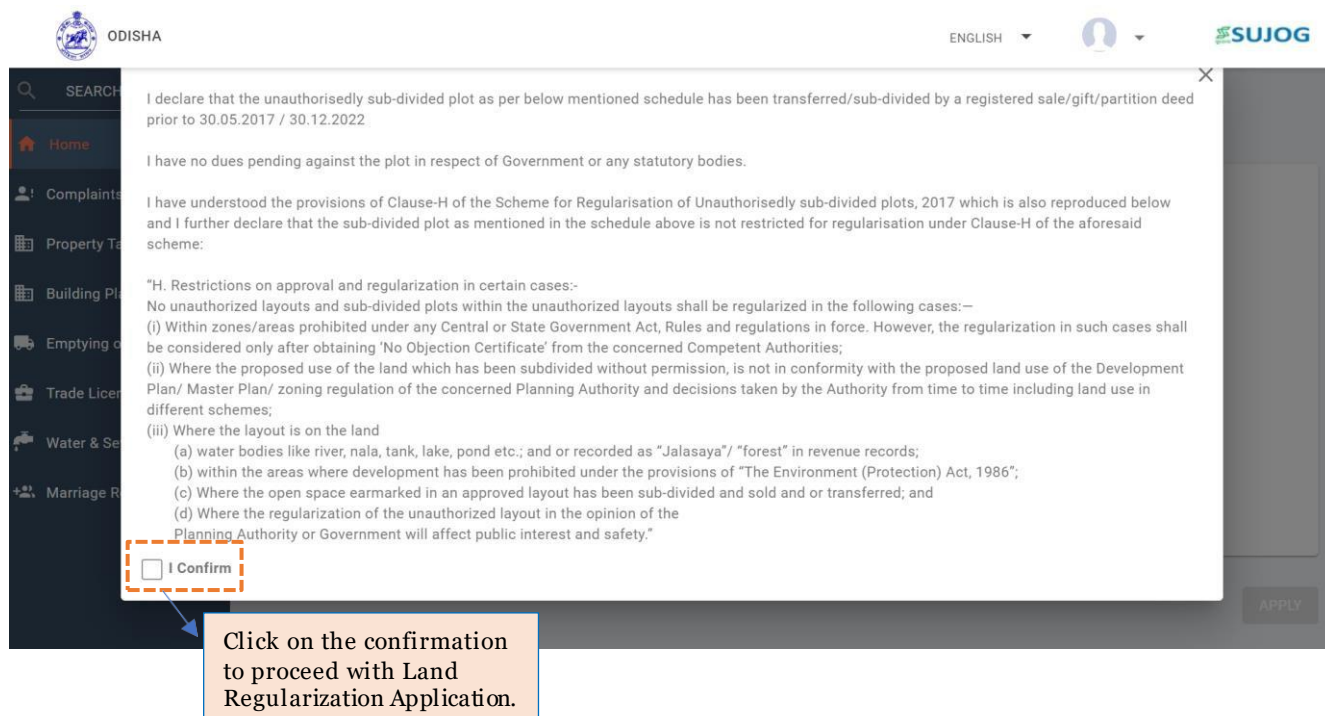
If the plot was subdivided after 30th May 2017 but before 29th December 2022, then citizen must select the second option.

Minimum access road width has to be = 6 meters. Compounding fee charges:

- 15% of BMV of Plot

**Declaration regarding Permissibility of Regularization:**

Citizens must review the declaration carefully before proceeding, if further applicable then click on confirm to apply.



ODISHA

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

Building Plan

Emptying of

Trade License

Water & Sewerage

Marriage Register

I declare that the unauthorisedly sub-divided plot as per below mentioned schedule has been transferred/sub-divided by a registered sale/gift/partition deed prior to 30.05.2017 / 30.12.2022.

I have no dues pending against the plot in respect of Government or any statutory bodies.

I have understood the provisions of Clause-H of the Scheme for Regularisation of Unauthorisedly sub-divided plots, 2017 which is also reproduced below and I further declare that the sub-divided plot as mentioned in the schedule above is not restricted for regularisation under Clause-H of the aforesaid scheme:

"H. Restrictions on approval and regularization in certain cases:-  
No unauthorized layouts and sub-divided plots within the unauthorized layouts shall be regularized in the following cases:-  
(i) Within zones/areas prohibited under any Central or State Government Act, Rules and regulations in force. However, the regularization in such cases shall be considered only after obtaining 'No Objection Certificate' from the concerned Competent Authorities;  
(ii) Where the proposed use of the land which has been subdivided without permission, is not in conformity with the proposed land use of the Development Plan/ Master Plan/ zoning regulation of the concerned Planning Authority and decisions taken by the Authority from time to time including land use in different schemes;  
(iii) Where the layout is on the land  
(a) water bodies like river, nala, tank, lake, pond etc.; and or recorded as "Jalasaya"/ "forest" in revenue records;  
(b) within the areas where development has been prohibited under the provisions of "The Environment (Protection) Act, 1986";  
(c) Where the open space earmarked in an approved layout has been sub-divided and sold and or transferred; and  
(d) Where the regularization of the unauthorized layout in the opinion of the Planning Authority or Government will affect public interest and safety."

☐ I Confirm

APPLY

Click on the confirmation to proceed with Land Regularization Application.

### 4.1.3 Basic details section

Provide the required basic details, plot details and road details in this section.

BHUBANESWAR MUNICIPAL CORPORATION

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

ePBSR Scrutiny

Building Plan Approval

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

BUILDING\_REGULARIZATION\_TITLE

1 Basic Details

2 Building Details

3 Primary Applicant Details

4 Documents to be uploaded

5 Summary

Basic Details

Application Type \*  
Regularization

Service Type \*  
Building Regularization

Risk Type \*  
Low

City \*  
Cuttack

Know Your Risk Type Condition

Plot Details Section

Select the risk type Of the Application

Select the City

Click here to know the criteria for a project to be of low risk category

The Basic details section contains the following items,

Field name	Field type	Purpose
Application type	Mandatory	Is auto reflected as <b>Regularization</b> and is non editable.
Service type	Mandatory	Is auto reflected as <b>Building Regularization</b> and is non editable.
Risk type	Mandatory	To be chosen according to the risk type of the building.
City	Mandatory	To be chosen according to the ULB where application will be submitted to

Fill all mandatory sections of the plot details. If more than one plot present, click on add plot to add another section of plot details. Data filled here will be reflected in the Regularization letter.

SEARCH

- Home
- Complaints
- Property Tax
- ePBSR Scrutiny
- Building Plan Approval
- Emptying of Septic Tank
- Trade License
- Water & Sewerage
- Marriage Registration

District \*

Tehsil \*

Village \*

Revenue Plot Number (As per ownership document) \*

Select Village

Layout Plot number

Plot Area \*

Khata \*

Kisam \*

Landowner Name \*

GPA Holder Name if Present

Sale Deed No. \*

Sale Deed Date \*

dd/mm/yyyy

Per Acre BMV Value \*

Is part of plot required to be Free Gifted \*

Select

Area of land to be Free Gifted

Reason for Free Gift

+ ADD ANOTHER PLOT

Click on Add plot to add data for another plot.

Field name	Field type	Purpose
District	Mandatory	Provide the name of the District
Tehsil	Mandatory	Provide the name of the tehsil
Village	Mandatory	Provide the name of the Village or Mouza
Revenue Plot Number (As per ownership document)	Mandatory	Provide the Revenue plot no
Layout Plot number	Non Mandatory	Provide if plot is part of layout
Plot area	Mandatory	Provide area of the particular plot
Khata	Mandatory	Provide khata no of the plot
Kisam	Mandatory	Provide kisam of the plot
Land owner name	Mandatory	Provide Land owner/s name
GPA Holder name if present		Provide GPA holder/holders name if applicable
Sale deed no	Mandatory	Provide sale deed no of the land
Sale deed date	Mandatory	Provide sale deed date of the land
Per Acre BMV Value	Mandatory	Provide Per acre bench mark valuation value for the particular plot acquired from the Tehsil or sub registrar office
Is part of plot required to be Free Gifted *	Mandatory	If part of plot needs to be free gifted select yes, else select no.
Area of land to be Free Gifted	Non-Mandatory	If yes, provide area
Reason for Free Gift	Non-Mandatory	If yes provide reason

**Building Plan Approval**

- Emptying of Septic Tank
- Trade License
- Water & Sewerage
- Marriage Registration

**Total Plot Area**

Total Plot Area  
500

**Means of Access Section**

Access Road width \*  
9

Provide access road width to the site. The access road width can not be less than 4.5m.

Click on next step to proceed with the application.

**NEXT STEP >**

#### 4.1.4 Building details section

In this page fill building details such as height of the building, Approved BUA, Existing BUA, Existing FAR area, Existing Carpet area, Approved and existing Setbacks and other building related details. Details filled here shall be the base of the application and all fees will be calculated on these data only.

##### 4.1.4.1 Building height

Put the Building height after all deductions and exemptions according to current byelaws.

**BUILDING\_REGULARIZATION\_TITLE**

Basic Details Building Details Primary Applicant Details Documents to be uploaded Summary

**Building Details - Block 1**

**Height**

Parameter	Value
Building Height after Exemption (In meter)	

Write the height of the building after all exemptions.

**List of Exceptions**

- ☐ Roof tanks and their supports (with support height not exceeding 1 meter).
- ☐ Ventilating, air conditioning, lift rooms, and similar service equipment
- ☐ Stair cover (mumty) not exceeding 3.0 meters in height.
- ☐ Chimneys, parapet walls, rooftop swimming pools, and architectural features not exceeding 2.5 meters in height.
- ☐ Height of the ceiling of the upper basement roof not exceeding 1.5 meters from the average surrounding ground level.
- ☐ Stilt floor, if the height of the ceiling of the stilt floor roof is not exceeding 2.4 meters.

Click on the tick boxes to declare the exemptions you have taken from the existing building height.

##### 4.1.4.2 Area details

Filling the building details is necessary as the regularization process. If the building has approval, then fill the approved area, if not either leave it blank or put 0. The current FAR area of the project is to be calculated according to the norms of the current byelaw.

Field name	Field type	Purpose
Floor type	Mandatory	Select the type of floor
Floor number	Mandatory	Select the number of the floor from drop down.
Sub Occupancy	Mandatory	Select the sub occupancy of the floor drop down
Approved BUA in sqm	Mandatory	If the project has prior approval, provide the area for the floor mentioned in the letter.
As built BUA in sqm	Mandatory	Provide the as built Built-up area of the floor
As built FAR area in sqm	Mandatory	Provide the as built FAR area of the floor as per

		Current byelaw
As built Carpet area in sqm		Provide the as built carpet area of the floor

Area Details

Floor Type	Floor Number	Sub Occupancy	Approved BUA (in sqm)	As Built: BUA (in sqm)	As Built: FAR Area (in sqm)	As Built: Carpet Area (in sqm)	
Ground Floor	0	Residential Plotted	100	200	180	100	
Select Floor Type		Select Sub Occupancy Type					Remove
Add Floor							

Click to select the type of the floor. (basement, stilt, Ground, above ground or service floor)

Select the sub-occupancy for that particular floor

Provide the existing TBUA

Provide the existing Carpet area

Click on add floor to add more floors of the building

Select the floor number.

Provide the approved built-up area floor the floor. If entirely unauthorized building, put 0.

Provide the existing FAR area

Click on remove to remove data for an entire floor

#### 4.1.4.3 Setback details

The required setback for the building shows here as per the plot area, road width provided in the plot details section. Provide the setback details of the block here.

Setback Parameters

Name	As Per Recent Norms	As Per Approval Letter (In meter)	As Built Measurement (In meter)	Deviation within 10% of recent Norms	Status
Setback Front	1.5	1	1	1.35	Rejected
Total Cumulative Front and Rear Setback	2.5	2	3	2.25	Accepted
Total Cumulative Side Setbacks	2	2	3	1.8	Accepted

Add Building Details

Click on this to add another project block of the project

Provide the setback mentioned in the Previous Approval letter if present. If entirely unauthorized leave the space blank

Provide the existing setback present at site

Once all status are accepted you can proceed, if one is rejected you can not proceed further

Field name	Field type	Purpose
Name	Mandatory	The setback names reflect automatically as per data provided previously.
As per recent norms	Mandatory	This data is also reflected automatically based on the current byelaws.
As per approval letter	Mandatory	Select the sub occupancy of the floor drop down
Approved BUA in sqm	Mandatory	If the project has prior approval, provide the area for the floor mentioned in the letter.
As built BUA in sqm	Mandatory	Provide the as built Built-up area of the floor
As built FAR area in sqm	Mandatory	Provide the as built FAR area of the floor as per

		Current byelaw
As built Carpet area in sqm		Provide the as built carpet area of the floor

#### 4.1.4.4 FAR Details

Once all data for area is put, the FAR details will show in this section. Once the As built FAR crosses the 10% deviation mark on maximum FAR allowed the status will show rejected and the citizen will not be able to move forward.

Parameter	Value
Base FAR	2
Max Permissible FAR	3
Approved FAR as per Permit If any.	2
As Built FAR	2.22
FAR Status	Accepted

If prior approval is present, fill the approved FAR as per previous permit letter here

Field name	Field type	Purpose
Base FAR	Auto filled	Auto reflected as per plot area and road
Max Permissible FAR	Auto filled	Auto reflected as per plot area and road
Approved FAR as per Regularization if any	Non Mandatory	Provide if Regularization letter is present
As built FAR	Auto filled	Auto reflected as per data provided in area section
FAR status	Auto filled	Accepted till 10% deviation of FAR. Once rejected can not proceed further.

#### 4.1.4.5 Unauthorized area details

Once all the details regarding area are done, the total unauthorized area is calculated and displayed here. Calculate the authorized construction over the setbacks and put it over the section specified for them.

Total Provided BUA (in sqm)	Value
Total Provided BUA (in sqm)	111
Total Approved BUA (in sqm)	111
Total Unauthorized BUA (in sqm)	1000
Total Unauthorized Area on Setback Within Norms (in sqm)	
Total Unauthorized Area on Setback beyond Norms but under 5% (in sqm)	
Total Unauthorized Area on Setback beyond Norms but under 10% (in sqm)	

Put the total unauthorized construction area within setback here.

If unauthorized construction is present between minimum required setback and 5% deviation, put the total area in this fi

If unauthorized construction is present between minimum required set back and 10 % deviation, put the total area in this fi



#### 4.1.4.6 Other details of the Building

This section asks for the details regarding the building for fee calculation purpose. For certain sections it is asking for response in YES or NO. for other cases particular numbers or area in sqmis to be provided as specified.

SEARCH
Home
Complaints
Property Tax
ePBSR Scrutiny
Building Plan Approval
Emptying of Septic Tank
Trade License
Water & Sewerage
Marriage Registration

### Other Details

Parameter	Value
Has Project Provided Min 10Percent Bua For Ews With In 5Km From Projects site?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Number of temporary Structures	<input type="text"/>
Project value if EIDP Fee Applicable for Project	<input type="text"/>
Total No. of Dwelling Units	<input type="text"/>
Is Shelter Fee Applicable?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Effective EWS Area (in sqm)	<input type="text"/>
Is Security Deposit Required?	<input type="radio"/> Yes <input checked="" type="radio"/> No
TDR FAR Relaxation (in sqm)	<input type="text"/>

Field name	Field type	Purpose
Has Project Provided Min 10Percent Bua For EWS With In 5Km From Project site?	Yes/No question	Select Yes/No as applicable to the project
Number of temporary Structures	Mandatory	Provide no of temp structures if any
Project value if EIDP Fee Applicable for Project	Mandatory	Write the project value so System could calculate EIDP
Total No. of Dwelling Units	Mandatory	Provide no of dwelling units if residential occupancy is there.
Is Shelter Fee Applicable?	Yes/No question	Provide yes if applicable, no if not
Effective EWS Area (in sqm)	Mandatory	Provide as per applicability
Is Security Deposit Required?	Yes/No question	Select Yes/No as applicable to the project
TDR FAR Relaxation (in sqm)		Provide as per applicability

#### 4.1.4.7 Additional details for the project

This section asks for the other details of the building in regards to its necessity as per the Byelaws, such as the storey of building, staircases, lift and perking. It is necessary to evaluate if the existing building satisfies the byelaws. Values to be put as specified in the section.

SEARCH
Home
Complaints
Property Tax
ePBSR Scrutiny
Building Plan Approval
Emptying of Septic Tank
Trade License
Water & Sewerage
Marriage Registration

### Additional Details

Parameter	Value
No. of Storey (G+1/S+1) etc	<input type="text"/>
Number of staircase required as per Bye laws (Numerical value expected)	<input type="text"/>
Number of staircase provided (Numerical value expected)	<input type="text"/>
Number of lifts required as per Bye laws(Numerical value expected)	<input type="text"/>
Number of lifts provided (Numerical value expected)	<input type="text"/>
Visitor parking (in sqm) required as per Bye laws if applicable (Numerical value with decimal expected)	<input type="text"/>
Visitor parking (in sqm) provided (Numerical value with decimal expected)	<input type="text"/>

SEARCH

Home

Complaints

Property Tax

ePSR Scrutiny

Building Plan Approval

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

Visitor parking (in sqm) required as per Bye laws if applicable (Numerical value with decimal expected)

Visitor parking (in sqm) provided (Numerical value with decimal expected)

Plantation (no. of tree per 80 sqm) required as per Bye laws (Numerical value expected)

Plantation (no. of tree per 80 sqm) provided (Numerical value expected)

Parking basement (Numerical value with decimal expected)

Parking stilt (Numerical value with decimal expected)

parking ground (open) (Numerical value with decimal expected)

Total parking (in sqm)

< PREVIOUS STEP

NEXT STEP >

Once all details are filled click on this to move to next step

Field name	Field type	Purpose
No. of Storey (G+1/S+1) etc	Mandatory	Provide as applicable
Number of staircase required as per Bye laws (Numerical value expected)	Mandatory	Provide as applicable
Number of staircase provided (Numerical value expected)	Mandatory	Provide as applicable
Number of lifts required as per Bye laws (Numerical value expected)	Mandatory	Provide as applicable
Number of lifts provided (Numerical value expected)	Mandatory	Provide as applicable
Visitor parking (in sqm) required as per Bye laws if applicable (Numerical value with decimal expected)	Mandatory	Provide as applicable
Visitor parking (in sqm) provided (Numerical value with decimal expected)	Mandatory	Provide as applicable
Plantation (no. of tree per 80 sqm) required as per Bye laws (Numerical value expected)	Mandatory	Provide as applicable
Plantation (no. of tree per 80 sqm) provided (Numerical value expected)	Mandatory	Provide as applicable
Parking basement (Numerical value with decimal expected)	Mandatory	Provide as applicable
Parking stilt (Numerical value with decimal expected)	Mandatory	Provide as applicable
parking ground (open) (Numerical value with decimal expected)	Mandatory	Provide as applicable
Total parking (in sqm)	Mandatory	Provide as applicable

### 4.1.5 Applicant Information

Fill Applicant Information Details. In case of multiple landowners and GPA holders, Create the application in the primary applicant's name only. In case the Applicant or GPA holder is a Govt or private organization, select institutional govt or institutional Private from the drop down.

The screenshot shows a web application interface for 'BUILDING\_REGULARIZATION\_TITLE'. The navigation bar on the left lists various services like Home, Complaints, Property Tax, etc. The main content area displays a progress bar with five steps: Basic Details (completed), Building Details (completed), Primary Applicant Details (current step, highlighted with a red dashed box), Documents to be uploaded, and Summary. Below the progress bar, the 'Primary Applicant Details' form is shown. It contains two dropdown menus: 'Application Type' (set to 'Individual') and 'Type of Applicant - Subtype' (set to 'Single Owner'). Below these is a section titled 'Applicant Information' with fields for 'Mobile No.' (8989898989), 'Applicant Name' (OBPAS TESTING CITIZEN), 'Email' (test@gmail.com), and 'Correspondence Address' (Andapur, Cuttack). There is a checkbox for 'Is Primary Owner?' which is checked. At the bottom right of the form, there are two buttons: '< PREVIOUS STEP' and 'NEXT STEP >'. A callout box points to the 'NEXT STEP >' button with the text 'Click next step to proceed'. Another callout box points to the '< PREVIOUS STEP' button with the text 'Click previous step to go back to building details'.

Field Name	Field Type	Purpose
Applicant type	Mandatory Field	Select Applicant type from the dropdown
Type of Applicant - Subtype	Mandatory Field	Select sub-Type of Applicant from the dropdown
Mobile No	Mandatory Field	Enter Registered Mobile Number of the Primary applicant (Citizen) and click the search button on the right side. Owners information will get auto populated
Applicant Name	Mandatory Field	This field will get auto populated after 'Mobile No' has been entered.
Correspondence address	Mandatory Field	This field will get auto populated after 'Mobile No' has been entered.
Email	Non-Mandatory field	Provide email Id of the applicant

### 4.1.6 Document upload

Provide the necessary Documents.

Provide the CAD file for the building, other necessary documents, and NOCs in the document section. Select the document type from drop down and select the correct type for it.

The screenshot shows a web application for building regularization. The sidebar on the left contains links for Home, Complaints, Property Tax, ePDSR Scrutiny, Building Plan Approval, Emptying of Septic Tank, Trade License, Water & Sewerage, and Marriage Registration. The main content area has a title 'BUILDING\_REGULARIZATION\_TITLE' and an application number 'BLR-CTC-2024-03-11-001000'. A progress bar at the top indicates the current step is 'Documents to be uploaded'. Below the progress bar, there are three document upload sections: 'Building Plan CAD File', 'Building Layout Plan (Deviation between existing and approved area to be shown in plan)', and 'Land Owner ID Proof (Self Attested)'. Each section has a 'CHOOSE FILE' button. A callout box with the text 'Upload CAD file here' points to the 'CHOOSE FILE' button for the Building Plan CAD File.

Document name	Mandatory/Non-Mandatory	Description
Building plan CAD File*	Mandatory	Provide the AutoCAD file for the regularization building.
Building Layout Plan (Deviation between existing and approved area to be shown in plan)*	Mandatory	Provide in required format
Land Owner ID Proof (Self Attested)*	Mandatory	Provide in required format
ID Proof of GPA holder if present	Non Mandatory	Provide in required format
ROR*	Mandatory	Provide in required format
Sale Deed/ Other Ownership Document*	Mandatory	Provide in required format
Khata Revenue Site Plan with plot marked authenticated by Tehsildar / Sub-Registrar*	Mandatory	Provide in required format
Previous Approval Drawing PDF	Non Mandatory	Provide in required format
Previous approval Letter	Non Mandatory	Provide in required format
Photographs of Building*	Mandatory	Provide in required format
Structural Safety Certificate (if Low risk building/10m height Architect, Upto 15 m Civil Engineer. and Above – Structural Engineer – Message to be Shown)*	Mandatory	Provide in required format
Site supervision certificate*	Mandatory	Provide in required format
Other Documents	Non Mandatory	Provide in required format
Deputy Forest Officer NOC Environment Clearance	Non Mandatory	Provide in required format
NOC from Urban Local Bodies under H&UD	Non Mandatory	Provide in required format
NOC from Public Health Engineering Organization	Non Mandatory	Provide in required format
NOC from Electricity Distribution Company	Non Mandatory	Provide in required format

NOC under Police under Home Department	Non Mandatory	Provide in required format
Water Department NOC	Non Mandatory	Provide in required format
NOC from Coastal Regulation– CRZ	Non Mandatory	Provide in required format
NOC_NOCTEHREVDISASMANG	Non Mandatory	Provide in required format
NHAI NOC	Non Mandatory	Provide in required format
NOC from Sri Jagannath Temple Administration	Non Mandatory	Provide in required format
NOC from Tehsildar	Non Mandatory	Provide in required format
NOC from Odisha State Coastal Zone Management Authority	Non Mandatory	Provide in required format
NOC from State Pollution Control Board (Mandatory if NOC is applicable in Sipasarubali area)	Non Mandatory	Provide in required format
Legal heir death certificate if applicable.	Non-Mandatory	Upload Document if applicable to project.
Site Plan Layout	Mandatory	Upload the site plan layout.
Benchmark value certificate from Sub-registrar.	Mandatory	Upload the benchmark value certificate from sub- registrar.
Other documents	Non-Mandatory	Upload Document if applicable to project.

#### 4.1.7 Application Summary page

Review the summary page, edit any details if found wrong and one confirmed, send the application for Citizen approval.

Application number

Application No. BLR-CTC-2024-03-11-001000

Basic Details Building Details Primary Applicant Details Documents to be uploaded Summary

Application Summary

Application Fee Detail	
Land Development Fee	0
REG_BLDNG_OPRN_FEE	415
Paid Amount	415

Paid Amount  
**Rs 415**  
To be Paid

Check for the Application Fee

BLR\_RISK\_TYPE\_DETAILS

Risk Type  
LOW

EDIT

To edit any Building details page, click on edit any then move forward to the summary page again



## Pre Application Details

Land Regularization Type to be availed

Registered after 30th May, 2017

[SHOW DECLARATION](#)

## Basic Details

Application Type  
Regularization ApplicationService Type  
Land & Building RegularizationApplication Date  
24/01/2025City  
Cuttack

## Plot Details Section

Check for all the Plot details and owner names.

Plot Details (1)

District	Tehsil	Village	Revenue Plot Number (As per ownership document)	Layout Plot number	Plot Area (in sqm)	Khata	Kisam	Landowner Name	GPA Holder Name if Present	Sale Deed No.	Sale Deed Date	Per Acre BMV Value	Is p: of p requ to b Free Gift
cuttack	cuttack sadar	Arunadaya nagar	525	1	250	545	sthitiban	Binod	-	6556	2021-11-19	25000	No

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Marriage Registration

### Building Details - Block 1

Building Height after Exemption (In meter)

9

List of Exceptions

- ☒ Roof tanks and their supports (with support height not exceeding 1 meter).
- ☒ Ventilating, air conditioning, lift rooms, and similar service equipment
- ☐ Stair cover (mumty) not exceeding 3.0 meters in height.
- ☐ Chimneys, parapet walls, rooftop swimming pools, and architectural features not exceeding 2.5 meters in height.
- ☐ Height of the ceiling of the upper basement roof not exceeding 1.5 meters from the average surrounding ground level.
- ☐ Stilt floor, if the height of the ceiling of the stilt floor roof is not exceeding 2.4 meters.

Area Details

Floor Type	Floor Number	Sub Occupancy	Approved BUA (in sqm)	As Built: BUA (in sqm)	As Built: FAR Area (in sqm)	As Built: Carpet Area (in sqm)
Ground Floor	0	Residential Plotted	111	222	222	222

PREVIOUS STEP

SEND TO CITIZEN >

EDIT

Click on edit to edit anyrequired details.

Once all data is verified, the declaration is to be made and then the application can be sent to citizen for approval.

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NHAI NOC Certificate

No Documents Uploaded

24

NOC from Sri Jagannath Temple Administration Certificate

No Documents Uploaded

25

NOC from Tehsildar Certificate

No Documents Uploaded

26

NOC from Odisha State Coastal Zone Management Authority Certificate

No Documents Uploaded

27

NOC from State Pollution Control Board (Mandatory if NOC is applicable in Slipsuburban area) Certificate

No Documents Uploaded

#### Declaration

☐

I hereby Solemnly affirm and declare that the information as furnished is true and correct to the best of my knowledge and belief. I further undertake that if any information at any stage shall be found to be false, my application registration shall be liable to be canceled without any prior notice in that regard and I shall not claim any compensation etc. for such default on my part. In case of any discrepancies found later, I shall be liable for punishment under the relevant provisions of Law as also under Municipal Act and the Act. I hereby authorize the technical empanelled person to Submit a building plan application on my behalf.

PREVIOUS STEP

SEND TO CITIZEN >

Click on edit to edit anyrequired details.

Click on it to send the application for citizen approval

## 4.2 Citizen approval

In case of Building regularization, Citizen approval is necessary before the application is submitted. Thus, the application is send to citizen for approval. Citizen needs to go through the application and all the details regarding plot, building and documents and once verified can give approval. In case something is needed to be changed. Citizen can send the application back to architect for editing.

**Application Details** Application No. BLR-CTC-2024-03-11-001000

**Task Status**

Date	11/03/2024	Updated By	Mousumi Choudhury	Status	WF_BLR1_CITIZEN_APPROVAL_PENDING	Current Owner	OBPAS TESTING CITIZEN	Comments	
------	------------	------------	-------------------	--------	----------------------------------	---------------	-----------------------	----------	--

**Application Fee Detail**

Land Development Fee	0
REG_BLDNG_OPRN_FEE	415
Paid Amount	415

**Paid Amount**  
**Rs 415**  
To be Paid

**Application is at citizen side for approval.**

**Architect/Technical Person Details**

**TAKE ACTION**

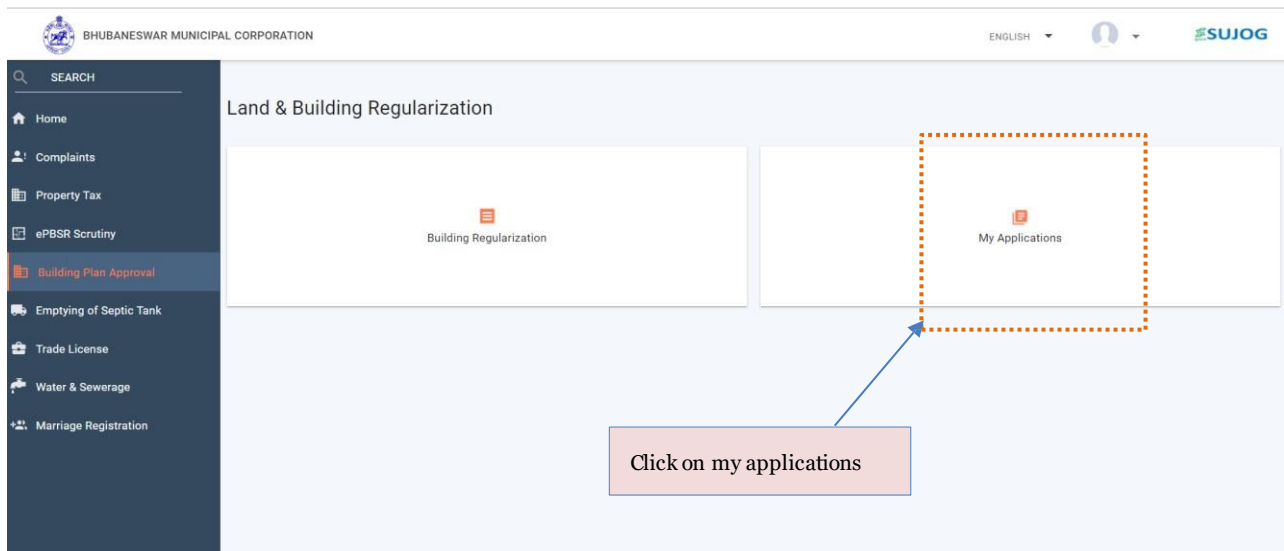


## 4.3 Application submission

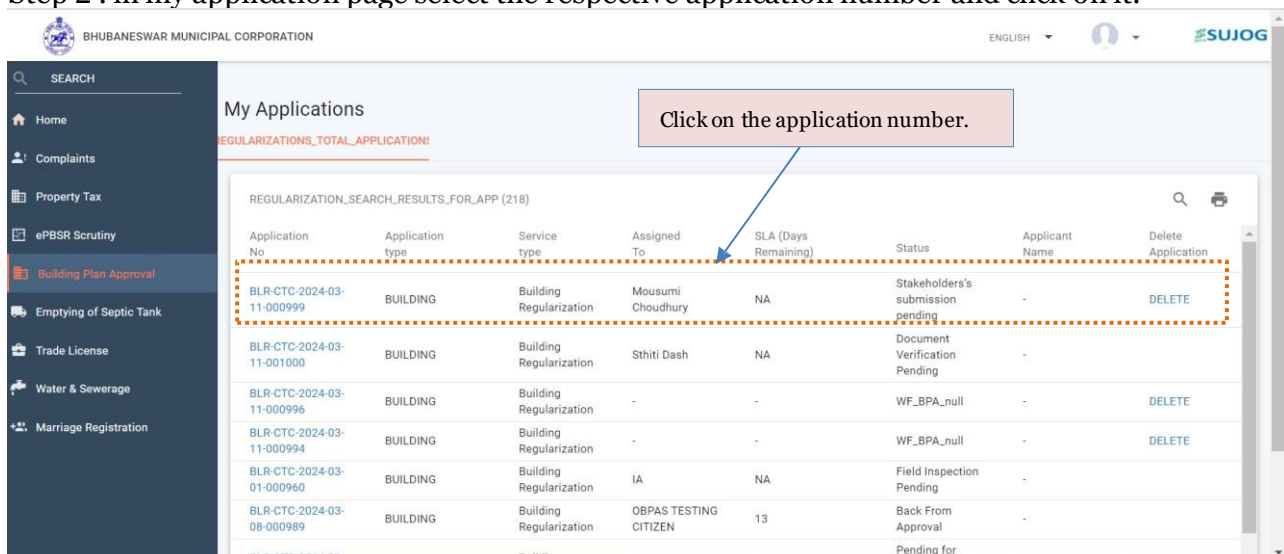
Once the application is approved by Citizen, review the application once and then the application can be submitted. Once submitted Architect or Citizen will be able to pay the application fee.

The same payment action can be performed by citizen as well once the application is submitted.


Step 1: Go to my applications inside land and building regularization.




Step 2 : in my application page select the respective application number and click on it.




Step 3: In the application click on make submit.

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Application Details

Application No. BLR-CTC-2024-03-08-000989

DOWNLOAD

PRINT

Task Status

VIEW HISTORY

Date

Updated By

Status

Current Owner

Comments

09/03/2024

OBPAS TESTING CITIZEN

WF\_BLR1\_INPROGRESS

Mousumi Choudhury

Application Fee Detail

Paid Amount

Land Development Fee

REG\_BLDNG\_OPRN\_FEE

Paid Amount

0

8020

8020

Paid Amount

Rs 8020

To be Paid

Architect/Technical Person Details

Name

Email

Contact No.


Mousumi Choudhury

test@qq.com


7978711941


SUBMIT

Once verified by Citizen, Click on submit to submit the application

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Application for Building Regularization

Application No. BLR-CTC-2024-03-08-000989

Application Submitted Successfully

A notification regarding Land regularization application creation has been sent to the applicant at the registered mobile no.

GO TO HOME

MAKE PAYMENT

It will show the status that application is submitted successfully

Now you can Go ahead to make Application fee payment.

## 4.4 Application fee payment

Once application is submitted the payment can be done by both Architect or Tech Person and citizen. Once application fee is paid you would be able to download the application fee receipt.

**Payment Information** Consumer Code BLR-CTC-2024-03-11-001000

**Payment Collection Details**

Fee Estimate		Total Amount
RE-BUILDING/OPEN/FEE	415	Rs 415
Land Development Fee	0	
Amers	0	
Total Amount	415	

**Payer Details**

Payer: Owner Payer Name: OBPAS TESTING CITIZEN

Payer Mobile No.: +91 | 8969989899

**Choose Payment Option (Please choose a payment option to continue with your payment)**

☒ CCAVENUE

**MAKE PAYMENT >**

Verify the payer information.

Click on the payment gateway option

Click on make payment to proceed with fee payment.

## 4.5 Building Regularization Editing of Details and Document upload when sent back to citizen.

In case the Official sees any necessity to ask for documents, edit the risk type, provided area details or any other details of plot or building, they will send the application back to the Architect and Citizen. Once the status is back from approver, citizen can upload the enabled document or edit the specific details as asked.

Refer to section 3.5 of this user manual.

## 4.6 Track Application status

Track your application through the my application page of Land and Building regularization.

## 4.7 My Applications page for Building regularization.

Refer to section 3.7 of this user manual.